

**MARIN COUNTY OFFICE OF EDUCATION  
CLASSIFIED POSITION DESCRIPTION**

**GENERAL CLERK II**

Works under immediate supervision to perform a variety of routine clerical tasks such as copy typing, filing, and other related tasks as assigned.

**DUTIES AND RESPONSIBILITIES:**

1. Files, posts, and records data on various forms and records. Checks work and verifies accuracy. May be required to do routine typing or complete forms.
2. Operates Xerox or mimeograph as required.
3. Runs errands, sorts mail and other materials.
4. May be required to calculate simple extensions.
5. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

**MINIMUM QUALIFICATIONS:**

Education: No specific educational requirements although the ability to follow oral and written instructions and directions in the performance of assigned duties is required.

Experience: Requires experience gained through job training or on work related to job training, that, due to the nature of the work, can usually be obtained in a three month period.

Special Note: Entry level position requiring no previous office experience.

**060771 – Labor Grade 1, Salary Range 24 – GENERAL CLERK II**

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