

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
GENERAL CLERK I**

Works under supervision following clearly defined practices and procedures to perform a variety of general clerical tasks such as typing, filing, posting, and compiling data, extending calculations and providing general clerical support as assigned.

DUTIES AND RESPONSIBILITIES:

1. Types letters, reports or other matter from rough copy or transcribing machine as required.
2. Records or posts various types of data from one or more sources to records or reports either manually or with a typewriter or other office machine.
3. Codes, rates, or prices orders, invoices, requisitions or other matter.
4. Extends, calculates or adds data, using simple arithmetic and/or adding machine, calculator or other machine.
5. Sort or classifies and distributes documents, obtaining and giving routine information incidental to work assignments.
6. May be required to file, assemble, match, summarize, check, or audit and prepare a variety of semi-routine reports, documents and related data.
7. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education: Requires high school education or recognized equivalent plus the mental alertness and adaptability required to adjust to varied office routines.

Experience: Requires experience gained through job training or on work related to job training; the total is normally in excess of three months, but seldom in excess of one year.