



# Greenwood County, SC

## Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Clerk	Department: Multiple	
Pay Grade: 104	Revised: 7/1/15	

### **General Description**

The purpose of this class within the organization is to perform a variety of complex or specialized administrative and secretarial duties in order to ensure effective and efficient office operations. Provides assistance to department management, co-workers and the general public as required.

Works under close supervision according to set procedures.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

#### **Essential Functions:**

Processes records, forms, applications and reports. Enters computer data to record and retrieve information.

Types, copies, files and mails various letters of correspondence, reports, specifications, contracts and other documents.

Processes daily mail.

Greets and assists office visitors.

Answers the telephone and provides information and assistance to callers; routes calls and takes messages as appropriate.

#### **Additional Duties:**

Receives, reviews, prepares and submits various documents

Interacts, communicates and provides assistance to various individuals and groups.

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Keeps office area clean and organized.

Performs related work as assigned based on the needs specific to the department.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Serves others such as customers, attends to their requests and exchanges information with them.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

#### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

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### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderate – affects those in work unit.

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### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

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## **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires six months office/clerical experience OR an equivalent combination of education, training and experience.

## **Special Certifications and Licenses:**

None

## **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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