



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Clerk I
Payroll/Personnel Type:	12 Month
Reports to:	Supervisor

Position Summary:

The Clerk I perform duties required to provide routine clerical support of limited complexity requiring the exercise of independent judgment in making decisions in accordance with the variety established rules and regulations.

Essential Functions:

- Type letters, memoranda, reports, forms and invoices from rough draft, handwritten
- copy, verbal instructions or established procedures using word processing software; may compose letter independently
- Set up file folders by preparing subject or name heading; search files and keep up-to-date and current
- Meet and greet visitors, determine nature of visit, provide non-technical information and/or direct visitor to destination; may explain rules
- Receive and respond to a variety of inquiries by telephone or correspondence
- Operate copy machine to make copies of correspondence or other documents
- Perform routine mathematical computations following specific instructions or procedures
- Receive, open, sort and distribute mail to appropriate sections; deliver oral and written messages as instructed
- Wrap, weigh and mail packages following established procedure
- Maintain routine clerical records, file or post routine data, correspondence and reports
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to learn assigned clerical tasks within a reasonable time and to adhere to prescribed procedures
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed
- Ability to use telephone, copier, fax, personal computer, and printer

Experience:

- Minimum of 6 months to one-year job related experience

Education:

- High School Diploma or Equivalent (required)

