

CLERK III

NATURE OF WORK IN THIS CLASS:

This is complex and varied clerical work. Employees in this class perform several moderately complex substantive clerical transactions with involved procedures and steps performed in a variety of sequences. Work may involve leading subordinate clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Receives telephone service orders for plant facility assignment; records all necessary information onto the connector record, line equipment record, and cable record; upkeeps terminal address and left-in station files; coordinates with Outside Plant and the Central Office on any facility changes, problems, or discrepancies on existing and new assignments; refers to cable distribution maps for reference and assistance in facilities locations; submits completed service order to Business Office.

Establishes and maintains the large and complex files of the Processing and Records Section of the Retirement Fund consisting of active, inactive and refunded members files, cancelled check file, deceased members file, social security, and various registers and log books; locates records of and records any prior services of members for computation of actual government services; receives applications for membership; provides basic information on retirement benefits; may compute services for the Actuary Survey; may process refunds.

Receives, records, deposits and disburses the school's activity fund, makes monthly status report of the activity fund; types requisition forms, maintains records of purchase orders, follows up on outstanding purchase orders; prepares payroll; receives and issues textbooks, workbooks and supplies to teachers, and conducts workbook/textbook inventory; takes breakfast and lunch collections and prepares reports for submission to Cafeteria Section, Business Office and the Treasurer of Guam.

May lead the work of lower level clerical personnel.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply complex rules, regulations and related guidelines.

Ability to make arithmetic computations.

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Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Ability to type and operate standard office machines may be required for certain assignments.

Ability to lead the work of others may be required for certain assignments.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of office clerical experience; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission