

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

INTERMITTENT OPERATIONS CLERK

Position Code: K4126

DISTINGUISHING FEATURES OF THE CLASS:

Under direct supervision, on an intermittent basis for a period not to exceed 1500 hours nor less than 800 hours per twelve month period, follows a number of specific procedures in completing repetitive clerical steps performed in a prescribed or slightly varied sequence. Little or no subject-matter knowledge is required, but the employee needs to choose the proper prescribed procedure or step for each task.

ILLUSTRATIVE EXAMPLES OF WORK:

Typical duties include, but are not limited to, such functions as:

1. Sorts, codes and files documents in an extensive alphabetical or chronological file; batches documents/materials; retrieves documents as requested; copies records and sends to appropriate destination;
2. Maintains and enters basic information to simple ledgers/logs;
3. Opens, sorts and delivers mail within the office unit;
4. Runs mail through meter machine and prepares routine records or maintains file of receipts for postage costs or number of documents mailed;
5. Operates and performs routine maintenance of standard office equipment (typewriter, mimeograph, photocopy, addressograph or mailing machine, etc.);
6. Serves as relief receptionist; directs persons, answers phones and takes messages, and provides general non-technical information from clearly defined sources;
7. May perform other routine work such as typing or operating a keyboard controlled data entry device for a limited percentage of time;
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience:

INTERMITTENT OPERATION CLERK (Continued)

Requires knowledge, skill and mental development equivalent to completion of high school.

Knowledge, Skills and Abilities:

Requires ability to follow oral and/or written instructions.
Requires elementary knowledge of office practices and procedures.
Requires working knowledge of alphanumeric sequencing.
Requires working knowledge of basic mathematics.
Requires elementary knowledge of grammar, spelling and punctuation.
Requires ability to operate commonly used office equipment and perform routine maintenance.

Approved by the Secretary of State Merit Commission - March 12, 1996.

Effective - April 1, 1996.

EXAMINATION INFORMATION

Test and Weights: Written Test, 100%

Knowledge Tested: Name and Number Checking
 Filing/Alphabetizing
 Spelling
 Arithmetic
 Office Methods/Procedures
 Written Instructions
 English Usage
 Punctuation

Length of Eligibility: 1 year