

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

**OPERATIONS CLERK**

**Position Code: K6610**

**DISTINGUISHING FEATURES OF THE CLASS:**

Under direct supervision, 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:**

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

