

**COMPETITIVE
BRACKET 7
0625
RHA-BR 7X
9625**

CLERK III/ BILINGUAL

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position which involves the performance of a variety of activities within well defined procedures. Individuals assigned to this class are given detailed oral and/or written instructions for new or more complex assignments. Some of the work will be performed in Spanish. The duties are carried out under direct supervision, which is usually received in the form of review of completed assignments, another step in the clerical process and/or supervisory observation. Employees of this class may be required to exercise some independent judgment in performing assigned duties. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Checks items, data or names in files for accuracy and completeness;
Searches files for information;
Prepares new file folders;
Sorts and distributes mail;
Enters data into a personal computer;
Answers telephone and obtains and gives out information about office function and services;
Refers telephone calls to proper office and personnel or takes messages;
Greets individual visitors and refers them to the proper person;
Schedules meetings and appointments;
Performs Spanish-English and English-Spanish translations.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to alphabetize names and categories;
Ability to spell correctly;
Ability to compare numbers accurately;
Ability to compare names and narrative information accurately;
Ability to maintain records and files;
Ability to communicate orally, clearly;
Ability to deal tactfully with the public and office personnel;
Ability to read, write, and speak Spanish.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

All the Entry Level KSA's PLUS
Knowledge of office policies, procedures and terminology;

MINIMUM QUALIFICATIONS:

High School diploma or Equivalent; **AND**

I. Associate's degree in business management, secretarial science, office technology or closely related field;

OR

II. Two years of full time experience (or its part time equivalent) performing general clerical activities.

REVISED: FEBRUARY 6, 1981

REVISED: JANUARY 20, 2005

REVIEW: AUGUST 20, 2014

REVISED: MARCH 28, 2019