

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

Revised 6/15/99

ADMINISTRATIVE CLERK

DOT: 219.362-010 / O*NET-SOC: 43-9061.00 SVP 4

Job Description: Compiles and maintains records of business transactions and office activities of establishment performing a variety of clerical duties and utilizing knowledge of systems or procedures.

Physical Demands - Sedentary, w/light lifting, carrying, or moving (up to 20 lbs); **General Educational Development** - R4, M3, L3; **Aptitudes** - Above average Clerical Perception - Average General Learning Ability, Verbal, Numerical, Motor Coordination and Finger Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can open, sort and route incoming mail and prepare outgoing mail. (I, S, IN)
2. Can collect and distribute documents, reports, letters, etc. (I, S, IN)
3. Can retrieve, mark and/or tabulate articles, documents, records, files etc. (S, IN)
4. Can accurately type and format documents using a computer and/or typewriter. (T, IN)
5. Can proofread reports, documents, letters, etc. (S, IN)
6. Can count, weigh and/or measure material. (T, S, IN)
7. Can address envelopes and/or packages by hand, computer and/or typewriter. (R, T, I, S, IN)
8. Can utilize a single and/or multi-line telephone system. (I, T, S)
9. Can accurately record and route messages. (I, S, IN)
10. Can receive, count and pay out cash. (R, I, S, IN)
11. Can write, issue and/or mail bills, statements, receipts, checks and other documents related to cash/payments. (R, I, S, IN)
12. Can record minor cash transactions. (T, I, S, IN)
13. Can prepare and disseminate schedules, including duty rosters and work schedules. (R, I, S, IN)
14. Can accurately transcribe data. (T, I, S, IN)
15. Can correctly answer standard questions relating to establishment's hours, services, functions, etc. (I, S, IN)
16. Can assist customers with minor complaint and appropriately refer major complaints. (I, S, IN)
17. Can prepare budget requests, reports, summaries, etc. (R, S, IN)
18. Can accurately post data from one source to another. (IN)
19. Can compute payroll wages, taxes, premiums, commission, etc. (R, S, IN)
20. Can prepare and/or maintain supply and equipment inventory. (R, S, IN)
21. Can review and answer correspondence appropriately. (I, IN)
22. Can work independently to complete assignments/responsibilities. (R)
23. Can appropriately prioritize assignments/tasks. (R, S, IN)
24. Can operate standard office equipment (fax, shredder, envelope sealer, letter opener, collator, folder, postage meter, adding machine, etc.). (R, T, S)
25. Can operate a photocopy machine; change paper, make minor adjustments, frame text, etc. (R, T, S)
26. Can type at least 45 words per minute with 90% accuracy (requires separate documentation). (T)
27. Can appropriately sort material, documents, letters, reports, etc. for filing. (S, IN)
28. Can accurately file material, documents, letters, reports, etc. according to the agency's filing system. (S, IN)
29. Can operate a personal computer and standard software package (identify). (T, IN)
30. Can compute amounts using an adding machine, calculator, computer, etc. (T, S, IN)