



**Job Title: Clerical Services Worker**  
**Job Code: T6002**  
**Grade: TPW(Part-time)**

**Working Title: Clerical Services Worker- Administrative**

**Description of Duties:** Performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of a clerical or administrative supervisor. Performs other related duties as assigned.

**Essential Duties and Job Responsibilities:**

- Conducts clerical research, gathering and compiling information using various resources to prepare, assemble, or generate reports, documentation, presentations, etc.
- May receive, screen, direct telephone and/or radio communications, and greet or assist internal or external clients.
- Opens, sorts, and routes incoming mail; answer correspondences, and prepares outgoing mail.
- Operates office equipment and maintains supplies for the assigned area.
- Proofreads or verifies existing documents, reports, mathematical figures, budget numbers, or copy to ensure accuracy.
- Provides general clerical support to the Circuit Public Defender's Office, to include such tasks as data entry/maintenance, copying/distributing documents, and materials, maintaining record-keeping and filing systems, etc.
- Uses independent judgment and initiative to perform administrative, clerical, and secretarial duties.
- Receives additional training as required to gain full proficiency and experience in all areas.
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

**The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.**

**ENTRY QUALIFICATIONS:**

- High School diploma or GED **AND** ability to perform basic office functions and computer-related duties.

**AGENCY QUALIFICATIONS:**

- Ability to demonstrate proficiency in the performance of the essential duties and job responsibilities.
- Ability to receive and respond to verbal communications in an appropriate manner.
- Ability to communicate effectively with coworkers, supervisors, and other internal or external staff.
- Committed to providing quality customer service.
- Displays a high level of commitment toward work and a high standard of ethical conduct.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**