



Job Title: Clerk (Part-Time)
Job Code: T6002
Grade: TPW

Working Title: Administrative Assistant I

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