

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 009277
Grade 5**

OFFICE CLERK

DEFINITION OF CLASS:

This is general office support work performed under close supervision and in accordance with specific instructions. Contacts are with the office employees, employees of other departments, and the public for the purposes of receiving instructions for assigned tasks, exchanging information, and providing information referral. This class of work enables departments/agencies to hire staff to provide seasonal or temporary support during periods of exceptionally heavy work loads. Most employees in this class provide limited or no direct public service and assistance.

Work in this class requires no previous training and can be readily learned on-the-job. The work involves routine and repetitive tasks performed under specific and detailed instructions. Employees adhere to specific guidelines and are closely monitored. The work consists of clearly defined tasks. The work product or service generally facilitates the work of others in the office. The work takes place in a normal office environment with occasional exertion of light physical effort associated with filing, standing, and performing inter-office messenger services.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs routine, general office duties in support of an office staff.
- Works with general public to take enrollment information and establish registration in a County program or service.
- Files correspondence, forms, receipts and other materials.
- Performs routine typing, e.g., enrollment/registration cards, envelopes, labels, etc.
- Files and sorts materials alphabetically, numerically, or by other prescribed methods.
- Operates copy machines, fax machines, and other office automation equipment.
- Proofreads or assists in proofreading written material and columns of figures.
- May answer telephone inquiries either first-hand or through referral concerning registration procedures.
- Receives and sorts mail according to instructions.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of English.
- Ability to count numerically.
- Ability to sort/file materials alphabetically or numerically.
- Ability to understand and follow instructions.
- Ability to work with others.
- Ability to attend meetings and perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: No experience necessary.

Education: Ability to read and write.

Equivalency: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL PROTOCOL: Medical History Review.

Class Established: January 1966

Revised: July 1973

September 1974

October 1986

November 1989

Classification Study: June 1995 (M)

August 2013

January 2015

NOTE: This class includes the general description of work formerly attributed to the Clerical Aide (Code No. 9276) class of work.