

<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b>  Rev May 2005	<b>CLASS TITLE:</b> CLERICAL PROCESSING SPECIALIST I	<b>CODE:</b> 12102
	<b>MAJOR AGENCIES:</b> BCC (VARIOUS)	<b>PAGE</b> <u>1</u> <b>OF</b> <u>2</u>

**CLASS CONCEPT:** Developmental level in clerical occupation under general supervision requiring working knowledge of clerical systems and procedures in order to perform general clerical duties (i.e., document processing, recordkeeping, report compilation and associated general office functions of intermediate difficulty requiring independent judgement). Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Performs general clerical duties (i.e., document processing, recordkeeping, report compilation and associated general office functions of intermediate difficulty requiring independent judgement), assists in preparation of budgetary requests, checks &amp;/or computes totals &amp;/or makes changes in filed data by adding, adjusting &amp;/or deleting materials, researches files for data or information requested, makes corrections to filed data, logs &amp; codes data, maintains files by purging, consolidating or creating files, provides preliminary contact with public, provides information, completes routing forms, maintains accurate records, maintains recurring internal reports, performs clerical tasks using intermediate office automation equipment and software (i.e., processing procedures and function keys required to execute at least several basic office automation functions such as storing and retrieving electronic documents or files, activating a printer, inserting and deleting text, printing standardized paragraphs from a glossary, producing and formatting letters, memoranda and documents such as entering data into a predefined spreadsheet, database or word processing program using standard software,</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 11a (public relations), 13 (office practices and procedures), 22 (electronic data processing--computer operations); <u>Skill in</u> 29 (Microsoft Office - modern office equipment operation--level of knowledge of software needed to produce a wide range of documents requiring use of advanced software functions to enhance productivity or meet needs of complex formats (e.g., automatic generation of indices and tables of contents; importation of graphics or special symbols; creation of glossaries; and precise alignment of multiple columns); <u>Ability to</u> 30c (carry out detailed but basic written or oral instruction), 30e (carry out instructions in written, oral or picture form), 31d (calculate fractions, decimals &amp; percentages), 32i (complete routine forms), 32j (maintain accurate records), 32p (proofread technical materials, recognize errors &amp; make corrections), 33a (arrange items in numerical or alphabetical order), 33b (sort items into categories according to established methods), 33e (gather, collect &amp; classify information about data, people or things), 34f (handle sensitive inquiries from &amp; contacts with officials &amp; general public).</p> <p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  Equivalent to high school diploma with 4 computer courses and 1 course in keyboarding and 1 yr. experience in office practices and procedures utilizing PC and standard word processing software.  - <b>OR alternative, equivalent evidence of the Minimum Class Requirements.</b> (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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**CLASS CONCEPT:**

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2	<p>retrieving data from specified electronic records, and transmitting and receiving electronic mail), corrects punctuation and grammar, proofreads final material for accuracy and completeness.</p> <p>Performs basic clerical tasks (e.g., picks up, opens, stamps, sorts, distributes &amp;/or sends out mail, does copy work, counts, alphabetizes, separates, collates, codes, sorts &amp; distributes materials, photocopies, greets visitors, answers telephone, takes messages &amp;/or refers calls), operates office machines (i.e., word processing equipment &amp;/or personal computer, copier), types various materials, contacts others to obtain information for completion of records and reports, arranges appointments and schedules for department personnel.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 13, 22 *; <u>Skills in</u> 29; <u>Ability to</u> 30f, 30h, 31d, 32e, 32h, 32j, 32o, 33e, 34d, 35d.</p> <p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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