



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CLERICAL AIDE - NC

DEFINITION: Under direct supervision, performs skilled and unskilled clerical tasks.

EXAMPLES OF DUTIES:

- Sorts, files, routes, mails and processes a wide variety of forms, memoranda and correspondence;
- Answers telephones, takes messages and gives information;
- May order supplies from Central Stores and verify delivery of goods;
- May post numeric data to ledgers and journals;
- May serve as a receptionist;
- May operate duplicating and/or a Xerox machine;
- May assist in taking and developing microfilm pictures;
- May open, log and route mail;
- May receive payments and issue receipts;
- May create and compile files;
- May proof read documents for conformance to source materials;
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Six months of recent experience in performing routine clerical duties such as filing, answering telephones and sorting documents; the ability to file alphabetical, numerical and chronological order; and the ability to work closely with other employees and perform routine work.

HISTORY:

Revision of Classification Specification dated 04/11/78.

Approval/Adoption Dates: 01/20/83 - Human Resources Department