

COMMON ESSENTIAL JOB TASKS FOR CLERICAL POSITIONS

1. Develop and manage data gathering systems.
2. Track and schedule reports for compliance.
3. Develop reports.
4. Compose reports and correspondence.
5. Establish procedures and interpret policies.
6. Arrange, attend and implement conferences and meetings.
7. Communicate with internal and external publics.
8. Gather, interpret and explain policy information.
9. Prepare budget information, performing bookkeeping activities and mathematical computations.
10. Establish work schedules and coordinate activities.
11. Perform work with high degree of accuracy and in a timely fashion.
12. Perform keyboarding/transcribing.
13. Edit meeting and conference reports.
14. Collect and tabulate data.
15. Prepare forms and records.
16. Perform desktop publishing functions including pamphlets, brochures and booklets.
17. Maintain calendars and make travel arrangements.
18. Act as a receptionist, answering phone calls and assisting walk-ins.
19. Perform filing duties.
20. Create data bases and spreadsheets.
21. Proofread documents and verify records.
22. Operate office equipment and machinery.
23. Sort, collate, staple, stuff, seal and stamp envelopes; hand deliver paperwork.