

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INTERMITTENT CLERK

POSITION CODE: 21686

Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

On an intermittent basis and under direct supervision, performs routine clerical work, but occasionally involves a variety of tasks of some complexity requiring independent work decisions; may perform keyboarding duties and operate office equipment requiring minimal skill.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares, processes and maintains payroll statements and reports; posts and records changes in personnel and employee time forms, vacation and sick leave records; supplies payroll and personnel information in response to inquiries of staff; prepares and maintains personnel folders for individual employees.
2. Reviews, checks and makes simple corrections to field reports; maintains daily production records; processes personnel transactions and other forms; prepares invoice vouchers; enters requisitions, voucher numbers and invoice amounts on register; writes transcripts on active, new and discontinued accounts; prepares travel vouchers and payment vouchers.
3. Sorts and files correspondence, records, reports, special bids, requisitions, authorizations, purchase orders and other fiscal data, using relatively complex filing systems; sets up, maintains and transfers file folders; supplies information from files upon request.
4. Serves as receptionist or information clerk; ascertains purpose of call and furnishes routine information; directs visiting officials, outside representatives and general public to proper destination; answers telephone; may set up routine appointments.
5. Maintains trust fund ledgers; posts receipts and disbursements; prepares standard form reports; performs cashier duties; maintains a small cash fund for office use.
6. Opens, sorts, prepare and distribute mail; maintains record of remittances, postage charges and registered mail; endorses remittances for deposit.
7. Performs routine updates or data entry and verification of automated criminal history record information from source documents utilizing a variety of screen formats; keyboards lists, labels, cards, form letters and envelopes utilizing a personal computer.

INTERMITTENT CLERK (Continued)

8. Responds to telephone inquiries from gun dealers seeking approval or non-approval of the sale of firearms based on information obtained from the Computerized Criminal History file; obtains dispositions necessary to make approval; provides a simple approved or non-approved response within a short time span.
9. Receives, analyzes and reviews data and annual reports; converts figures and routine testing data into composite tabular form; checks statements and tabular data for accuracy and corrects errors in recording; checks and verifies mathematical figures and makes corrections when authorized; records cancellations and reinstatements on purchase orders; assembles completed source material for keyboarding.
10. Orders, receives, examines and distributes office supplies and materials; checks supplies against requisitions; maintains inventory records.
11. May operate simple office equipment.
12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Knowledge, Skills and Abilities

Requires working knowledge of routine filing and record keeping methods.

Requires elementary knowledge of office practices and procedures.

Requires elementary knowledge of business English, spelling and commercial arithmetic.

Requires elementary knowledge of alpha-numeric sequencing.

Requires ability to make routine arithmetic computations.

Requires ability to understand and follow varied oral and written instructions and to perform moderately difficult clerical tasks.

Requires ability to maintain satisfactory working relationships with other employees and the public.

Requires ability to maintain simple clerical records and to prepare reports from such records.

May require skill to keyboard accurately.