



CITY OF HAWTHORNE
OFFICE CLERK I
Classification Specification
(*Non-Classified*)

JOB SUMMARY

Under general supervision, the Office Clerk I will perform a variety of entry level clerical work; including word processing and file management; and performs cashier duties along with other related work as required.

SUPERVISION RECEIVED

The Office Clerk I is a part-time journey level clerical position. This position reports to a division head, manager or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Office Clerk I classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Greets and assists general public with inquiries over the telephone or in person.
- Acts as receptionist and answers or directs questions regarding departmental standards and procedures to the proper personnel.
- Types circulars, reports, records, work orders, payrolls, bills, payment requests, and vouchers.
- Operates modern office equipment including a personal computer and related software.
- Photocopies, collates, staples and binds a variety of materials.
- Maintains inventory of office supplies and materials.
- Maintains mailing lists, card indexes, and automated and manual filing systems.
- Processes, opens and routes mail; add postage.
- Processes confidential or sensitive information.
- Communicates clearly and concisely using proper English language and phraseology, both orally and in writing.
- Posts agendas for meetings and maybe responsible for set up and clean-up of refreshments for meetings.
- Performs other duties as assigned, requested and required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or GED and;
- One (1) year of paid verifiable clerical experience.

Licenses, Certificates and/or Special Requirements

- A valid California motor vehicle operator's license is

Knowledge, Skills and Abilities:

- Working knowledge of operation of modern office equipment, practices and procedures.
- Working knowledge of automated and manual filing methods.
- Working knowledge and ability to use various computer software programs, such as spreadsheets and word processing.
- Basic knowledge of business letter composition and report writing.
- Knowledge of proper usage of the English language and phraseology.
- Ability to perform basic mathematical computations.
- Ability to comprehend and follow oral and written directions;
- Ability to communicate effectively and concisely both verbally and in writing;
- Ability to maintain accurate and detailed records; and
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions.

While performing the required duties of this job, the employee is required to constantly sit and occasionally stand, stoop, walk or bend. Input data into a computer; exposure to computer glare, vibrations and pitch; reach with hands and arms above and below shoulder level, use hands and fingers to handle, operate objects and equipment; and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. The employee may carry, lift and/or move objects up to 25 pounds.

WORKING CONDITIONS

The employee works in office conditions with controlled temperature settings. The noise level in the work environment is usually quiet to moderate.

FLSA Status: Non-Exempt
Bargaining Unit: Part-Time HMEA
Civil Service Status: Non-Classified

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