ADMINISTRATIVE CLERK (1358)
TASK LIST

<u>NOT</u> AT A PERSONAL COMPUTER (PC)

A. NUMERIC COMPUTATION

1. Performs numeric computations using a calculator or other such device.

2. Performs numeric computations <u>not</u> using a calculator of any type (by hand).

B. PAPERWORK BY HAND

3. Reads hard copy documents (e.g., incoming mail, crime reports, special orders, driver's licenses, grant deeds, employee applications, citizen complaints, special accommodation requests, letters, and forms) to obtain information.

4. Proofreads hard copy documents and tables (e.g., job bulletins, crime reports, logs, and office memos).

5. Fills out forms/enters into a log by hand (e.g., general form requests, invoices, and employee assignment packages).

6. Does other paperwork such as codes, tabulates, copies, lists, sorts, and makes notes by hand.

C. HARD COPY (PHYSICAL) FILES

7. Works with hard copy (physical) files by performing activities that include:
   a. Creating a filing system (on your own, no specific instructions)
   b. Establishing categories ("files") for materials to be filed in
   c. Making new files based on information you are given
   d. Filing materials (i.e., sorting mailing, documents, arrest reports, field interview cards, and incoming correspondences) into existing files
   e. Retrieving files and re-filing them
   f. Checking files for mis-filed materials

D. TELEPHONE WORK

8. Makes calls and/or answers the telephone to provide information and/or to resolve problems.

9. Makes calls and/or answers the telephone to receive information for your own work and/or to provide to other person(s).

E. INTERACTING WITH PEOPLE IN PERSON
10. Interacts with citizens in person to provide information and/or resolve problems.

Note: PC stands for personal computer

11. Interacts with citizens in person to receive information for your own work and/or to provide to other person(s).

12. Interacts with co-workers in person to request or provide information or assistance.

F. EQUIPMENT OPERATION OTHER THAN A PC

13. Operates other equipment that includes:
    a. Photocopier
    b. Scanner
    c. FAX (facsimile) machine
    d. Telephone to transfer, conference call, use voicemail, multi-phone line etc. (not making calls/answering as in tasks 8 - 9)
    e. Cash register
    f. Bindery equipment (i.e., spiral binding, paper binding)
    g. Printer
    h. Laminator
    i. Shredder
    j. Label maker
    k. Date/time stamp

AT A PC

G. WITHOUT ATELEPHONE HEADSET NOR WHILE INTERACTING WITH A PERSON (ON YOUR OWN)

Word processing

14. Composes (writes) text documents (not email) at a PC.

15. Types (inputs; keyboards) text document for other person(s).

16. Creates tables at a PC (on your own, no specific instructions).

17. Types (inputs; keyboards) tables for other person(s).

18. Proofreads documents and tables on the monitor (PC screen).

19. Edits (makes changes to) documents and tables on the monitor (PC screen).

20. Executes various word processing functions and formatting features that include:
    a. Copy
    b. Cut and paste
    c. Merge/Mail merge
    d. Headers/Footers
    e. Footnotes
    f. Page numbering
    g. Numbering

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       h. Outline
       i. Highlighting
       j. Track changes
       k. Comment
       l. Spell check
       m. Grammar check
       n. Dictionary
       o. Thesaurus
       p. Search and replace
       q. Save as
       r. Convert to pdf/other version Word
       s. Control "All"
       t. Undo/do
       u. Print (Stop print; print preview; properties; envelopes; labels)
       v. Margins
       w. Tabs
       x. Font/font size
       y. Justification
       z. Line spacing
       aa. Columns
       bb. Page setup

21. Stores electronic files in various locations, on various devices (flash/zip drive; CD)

Spreadsheets

22. Creates spreadsheets and enters data into, verifies, retrieves, and/or edits (i.e., Microsoft Excel, Google Sheets) on your own (you create and compile data/information to enter, no specific instructions).

23. Creates and/or uses existing spreadsheets and enters data into, verifies, retrieves, and/or edits (i.e., Microsoft Excel, Google Sheets) for other person(s) (based on their instruction and data/information they provide).

24. Executes various spreadsheet operations and formatting features that include:
       a. Sort
       b. AutoSum
       c. Insert/delete rows/columns
       d. Format cells (color, shading)
       e. Page setup
       f. Print features
       g. Headers/footers

Databases

25. Enters data into, verifies, retrieves, and/or edits department/bureau or agency-specific databases.

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26. Enters data into, verifies, retrieves, and/or edits commercial databases (e.g., Access; Lotus; Google Docs).

Internet/Intranet

27. Uses the internet/intranet to search for information.

28. Uses the internet/intranet to post information.

Email

29. Composes (writes) email to provide or request information.

30. Reads emails to obtain information provided to or requested by you.

31. Distributes/forwards information to other person(s) using email.

H. WHILE USING A TELEPHONE HEADSET

32. Answers call/uses PC to provide information and/or to resolve problems.

33. Answers call/uses PC to receive and input information for your own work and/or to provide to other person(s).

I. WHILE INTERACTING WITH ANOTHER PERSON (CITIZEN/CO-WORKER)

34. Interacts with people/uses PC to provide information and/or to resolve problems.

35. Interacts with people/uses PC to receive and input information for your own work and/or to provide to other person(s).

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