



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

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GENERAL CLERK III

Office: Multiple
Status: Non-Exempt – General Unit
Grade: 3

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor
Supervises: None

DEFINITION

The General Clerk III (GCIII), under general direction, performs a variety of clerical support duties, assist internal and external individuals with general inquiries and/or refer the individual to the appropriate person and relieve staff members of general office clerical details. The General Clerk III is distinguished from the General Clerk I/II by the level of experience required and the degree of skill applied to the job duties.

MAJOR DUTIES & RESPONSIBILITIES

1. The GCIII may extract pertinent data from source documents and type entries on a variety of documents to include, but not limited to forms, labels, envelopes and correspondence. As directed, types, from handwritten or typed drafts, notes and/or oral instruction, memorandums and/or other documents unique to the Office or unit to which assigned. Submits typed work for review, changes and/or approval to the signatory or originating staff member.
2. The GCIII may receive, segregate and/or retrieve documents and materials from departmental library, files and/or records. Examines documents and/or materials to set up files, record changes in data or determine proper indexing, recording, coding, forwarding, filing and/or processing in accordance with departmental procedures or program rules.
3. The GCIII may greet visitors and answer incoming telephone calls, assist or direct the visitor or caller to the appropriate individual or Office.
4. The GCIII may take an inventory of supplies and maintain required supplies for the Office, assists the staff with specific supply requests, verify supply receipts with orders and reconciles the charges.
5. As directed, the GCIII, reviews and processes incoming correspondence, assembles and distributes notices, letters and other documents and materials, creates and maintains files and fill mail requests for information when appropriate.
6. The GCIII may complete requests for photocopying, send and receive and appropriately
7. The GCIII may schedule and/or make arrangements for hearings, meetings and travel.

GENERAL CLERK III

Generic

8. The GCIII may perform other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. The basic rules of vocabulary, grammar, spelling and punctuation as specified in Webster's New Collegiate Dictionary.
2. Basic techniques of record and file organization.
3. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.
4. Computerized information and data base record keeping systems.

ESSENTIAL ELEMENTS / ABILITY TO

1. Take accurate messages and relay them quickly and efficiently.
2. Possess the digital dexterity for the operation of a computer and other standard office equipment.
3. Communicate clearly and effectively in person and in writing and by telephone.
4. Make fine visual distinction upon viewing a computer screen.
5. Endure walking, standing and/or sitting.
6. May have to lift up to one hundred (100) pounds.
7. Travel by automobile and/or air as required.
8. Accurately perform detailed and repetitive work for long periods of time.
9. Secure and present material in oral or written form.
10. Digital dexterity to assemble, retrieve and replace files.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent and
2. One (1) year office experience developing required skills.
3. Successful completion of the State Bar validated standard tests for the position.
4. Accomplished computer keyboarding skills.

Revised January 2007