

CLERK AND CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of clerical and custodial work. The clerical work involves ordering, recording, tabulating or other processing of materials. It is repetitive, routine, and/or requires a number of relatively short sequential operations. The custodial work is also routine and involves the cleaning of building interiors and related building fixtures and equipment. The work is performed under general supervision in accordance with prescribed procedure. Incumbents will be expected to lift cartons weighing approximately 20 pounds. Does related work as required.

TYPICAL WORK ACTIVITIES:

Drives to various locations to collect time cards;
Totals overtime and differential time for each employee;
Compares information on time cards to an overtime sheet;
Inputs data from time cards, permits, requisitions, etc. into a computer spreadsheet;
Notes and then inputs sick and vacation time into a computer program;
Performs simple arithmetical computations;
Writes requisitions as directed;
Places telephone calls to request and give routine information;
Opens, sorts and distributes mail;
Answers telephone and personal inquiries and directs callers;
Operates a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processing, micro-computer, etc.;
Performs clerical duties such as filing, faxing and collating;
Dusts furniture, venetian blinds, window ledges, etc.;
Dusts, sweeps, washes, strips and/or waxes floors;
Washes windows, walls, tables, toilets, etc.;
Collects and disposes of refuse;
Assists in building maintenance work (e.g. paints walls, doorframes, etc.);
Maintains inventory of custodial supplies and paint by periodically counting the paint in the warehouse and contacting the various schools about supplies needed;
May cut grass, sweep walks, shovel snow and other occasional outside work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; working knowledge of cleaning methods, materials and equipment; ability to understand and carry out simple oral and written directions; ability to process documents; ability to file alphabetically and numerically; ability to communicate; ability to maintain records; ability to use a computer and computer software; ability to lift heavy cartons.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.

SPECIAL REQUIREMENT: It is the responsibility of the appointing authority to ensure that incumbent possesses a valid driver's license appropriate for the kind and size of vehicle operated.