

**Alaska Court System
Class Specification**

ASSISTANT CLERK

Range: 9

EEO4: 06

SOC: 43-9061

Class Code: C0106

Definition:

Under direct supervision, an Assistant Clerk performs standardized clerical work usually not involved in the operation of the court.

Distinguishing Characteristics:

Assistant Clerk is the entry level of the general clerical series. Incumbents are expected to learn various office procedures and perform the more standardized clerical functions in connection with the business of a particular office or section. Any unusual problems or questions are generally referred to a superior rather than being handled independently by the incumbent.

Supervision Received: An Assistant Clerk works under direct supervision of a higher level professional, technical, or clerical employee. Supervision is received through personal conference, general observation of work in progress, and regular review by supervisors of completed work.

Supervision Exercised: Incumbents typically do not directly supervise others; however, they may have office management responsibilities.

Complexity of Tasks: Assistant Clerks perform duties involving the application of well-defined practices and policies, the use of several procedures, and the making of minor decisions within prescribed guidelines.

Independent Judgment: Procedures and directions are specifically defined within the limits of established policy and procedure; occasionally makes decisions requiring the exercise of independent judgment.

Examples of Duties:

Serve as recipient of various documents such as recording documents, accounting documents, personnel applications, leave slips, travel documents, etc. Review documents for completeness and accuracy.

File and retrieve documents, cards, and correspondence in accordance with established filing codes.

Look up information, compile numerical data, make tabulations, and prepare documents where data is readily obtained. Post data following standard procedures. Receive monies and write receipts for fees collected.

Perform counter work and serve as receptionist. Release standardized information concerning procedures, policies, etc. Receive mail, telephone, and in-person requests and is in contact with the public by any of these media.

May perform microfilming duties, which include operation of cameras, processing equipment, and readers, and other duties related to microfilming.

Perform other related duties as required. Perform higher level duties for training purposes.

Knowledge, Skills, Abilities:

An Assistant Clerk requires knowledge of:

- Current office procedures and techniques.
- Operation of standard office machines.
- Proper English usage.

An Assistant Clerk requires skill in order to:

- File and type as required.

An Assistant Clerk requires the ability to:

- Perform standard clerical work.
- Make arithmetical calculations.
- Meet and deal tactfully with the public.
- Follow oral and written instructions.
- Ask questions and elicit required information.
- Write legibly.

Minimum Qualifications:

A high school diploma or General Education Development (GED) certificate AND six months of general clerical or customer service work experience AND the ability to type at least 40 words per minute (net).

Substitution:

Additional qualifying work experience may be substituted for the required education on a year-for-year basis.

A bachelor's degree may substitute for the required six months of general clerical or customer service work experience; or completion of an appropriate vocational training course of study such as business college may be substituted for the required six months of general clerical or customer service work experience on a month-for-month basis.

1/76 Original
9/78 Revised
2/89 Revised
8/91 Revised
5/02 Revised
9/07 Revised, WPA
6/10 Salary Range Change
2/14 Remove MQQ's
8/14 Revised MQs