

**Alaska Court System  
Class Specification**

CLERK

Range: 10

EEO4: 06

SOC: 43-9061

Class Code: C0107

**Definition:**

Under general supervision, the Clerk performs a variety of clerical and technical functions usually not directly involved in the operation of the court.

**Distinguishing Characteristics:**

The Clerk is the fully qualified working level of the general clerical series. This class contains those positions in which knowledge of the content of documents and transactions, the relationship of work to other organizations or bodies of knowledge, and the clerical procedures and processes to be followed is required.

Supervision Received: Incumbents work under the general supervision of a higher level professional, technical, or clerical employee.

Supervision Exercised: Supervisory duties are not typically assigned.

Independent Judgment: Within the limits of standard policy and procedure, the Clerk makes moderately difficult decisions requiring the exercise of independent judgment. This level is distinguished from the Assistant Clerk level in that the independent judgment required of a Clerk is typically more frequent and may carry with it a more serious consequence of error.

**Examples of Duties:**

File and retrieve material in a complex filing system; determine appropriate cross references; establish new subject codes following standard guidelines. Prepare, receive, check, verify and code bills, receipts, timesheets, and other data.

Look up background information for reports, make compilations, tabulation and arithmetical

calculations; maintain records of transactions or data requiring the exercise of independent judgment or interpretation.

Compose routine correspondence; prepare rough draft reports and tabulations. Prepare short notes and transmittals incidental to assignments.

Perform counter work; receive payments for bills, licenses, fees requiring references to fee schedules and tables; post amounts to defined categories, obtain, exchange or provide information requiring independent judgment or interpretation.

Perform other related duties as required.

Perform higher level duties for training purposes.

### **Knowledge, Skills, Abilities:**

A Clerk requires knowledge of:

- Current office procedures and techniques.
- Operation of standard office machines.
- Business English and proper grammatical expression.

A Clerk requires skill in order to:

- Operate standard and specialized office equipment and software applications.
- File and type.
- Some positions require skill in filming equipment.

A Clerk requires the ability to:

- Perform moderately difficult clerical and technical work.
- Make accurate mathematical calculations.
- Deal tactfully with the public.
- Follow oral and written instructions.
- Ask questions and elicit required information.
- Write clearly and legibly.

**Minimum Qualifications:**

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of office clerical experience AND the ability to keyboard at least 40 words per minute (net).

**Substitution:**

Additional office clerical work experience will substitute for the high school diploma or GED certificate on a month-for-month basis.

Completion of 36 semester credit hours or 48 quarter credit hours of coursework from an accredited college will substitute for the year of required office clerical experience.

Completion of an appropriate vocational training course of study such as legal secretary, paralegal, or office skills will substitute for the required office clerical experience on a month-for-month basis.

01/76 – Original

08/78 – Revised

02/89 – Revised

05/02 – Revised

03/07 - Revised, WPA

12/13 – Revised, remove MQQ's

08/14 – Revised MQ's

11/22 - Revised