

General Clerk

SUMMARY:

Assist departmental staff as required. Compiles and maintains records of business transactions and office activities, as well as information and records to prepare purchase orders for procurement of material for the organization.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Performs customer service functions such as opening accounts, assisting customers with account inquiry, acting as a Teller, telephone answering, and assisting with general office routine.
- Assists the Loan Department in such routine tasks as obtaining credit reports, completing status reports, acting as Receptionist, complete forms and routines as might be assigned by department personnel.
- Researches records for information requested by customers, employees, and others having an interest or right to the information.
- May be required to prepare, issue, and send out receipts, bills, policies, invoices, statements, and checks.
- Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)