

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA	NEXP	Job Code:	ACV31274
Job Class Code:	020	Salary Schedule:	ACLERPOOL
EEO Category:	06	Grade:	01
Workers Comp Code:	8810		

Job Code Established:	05/29/04	Effective Date:	05/29/04
Job Code Revised:	06/15/06	Effective Date:	06/19/06

JOB CODE SERIES: Clerical Pool Series

JOB CODE TITLE: CLERICAL POOL

HRIS TITLE: CLERICAL POOL

THIS JOB CODE IS TO BE USED FOR ALL CLERICAL POOL EMPLOYEES ONLY.

CHARACTERISTICS OF THE JOB CODES: Only underfill positions are allocated to this job code. Employees assigned to this job code work temporary assignments ranging in length from one day to six months. Assignments vary but generally require performing routine office tasks that may require operation of a variety of office equipment.

The salary levels of Clerical Pool employees are distinguished by the background required to carry out the assignment and the variety and level of duties of the particular temporary assignment.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. The employees are given instructions to perform clerical and/or office support work. Employees generally need to learn to apply rules, regulations, guidelines, and or procedures to varying situations. Employees may have public contact. Employees may work with material of a technical, scientific and/or confidential nature.

Temporary assignments generally require providing general clerical and/or secretarial support as needed. Assignments may include typing, filing, data entry, sorting and distributing mail, researching records, composing correspondence, stuffing envelopes, answering phones, photocopying, scheduling meetings, using a 10-key, and/or assisting the public in person over the phone.

WORK CONDITIONS: Generally these employees work in normal business environment. Some assignments may require infrequent to frequent lifting boxes of files to retrieve or re-file work-related products.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Needed knowledge, skills, and abilities vary by each temporary assignment. The hiring agency outlines the assignment's specific requirements. Generally, assignments require the following:

Knowledge of: basic office procedures and practices; office machines and equipment; mathematics; customer service principles; telephone etiquette; English usage and spelling sufficient to adequately perform work assignment.

Skill in: operating keyboard; using office machines and software related to assignment; may include Microsoft Word, Office, Excel, Access, Power Point, Word Perfect, Quattro Pro, Paradox, Lotus 123 and/or desktop publishing; alpha-numeric filing; in some assignments, taking dictation.

Ability to: understand and follow verbal and/or written instructions; effectively communicate with others in the office and/or the general public; in some assignments, lift up to 50 pounds.

SPECIAL SELECTION FACTORS: May require possession of and ability to maintain a valid Arizona drivers license appropriate to the assignment. May require ability to pass a post-offer physical exam. May require ability to pass a background check and/or to be fingerprinted.