

# CLERICAL ASSISTANT

**ORGANIZATIONAL APPOINTMENT:** Philadelphia Department of Public Health.

**GENERAL POSITION DESCRIPTION:** This is routine clerical work at a trainee level learning to perform a variety of tasks which follow easily learned and established practices. Work is performed under the immediate supervision of a clerical superior. Assignments are limited in nature and are carried out in accordance with detailed instructions. Employees in this class perform a variety of incidental office functions.

## **SPECIFIC ACTIVITIES (Illustrative Only):**

- Sorts and delivers mail.
- Sorts, fill out and files a variety of routine forms.
- Receives telephone messages and relays information; receives visitors and directs to proper destination; gives out standard departmental information.
- Receives and logs in correspondence and forms; assembles forms and correspondence upon request; compiles summaries of posting log.
- Operates office equipment for which no prior training or experience is required.
- Performs related work as required.

## **REQUIRED KNOWLEDGES, SKILLS AND ABILITIES**

- Some knowledge of the English language and spelling.
- Some knowledge of arithmetic.
- Ability to learn City regulations regarding specific clerical procedures.
- Ability to learn clerical procedures and routines.
- Ability to understand and follow oral and written instructions.

## **REQUIRED QUALIFICATIONS**

- Education equivalent to completion of the tenth school grade.

## **PHYSICAL AND MEDICAL REQUIREMENTS**

- Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

## **QUALIFIED APPLICANTS**

If you are interested in applying for this position, please send a cover letter and resume to Human Resources Administrator at: [cityhealthjobs@phila.gov](mailto:cityhealthjobs@phila.gov).