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Job Specification 01248

20007 Salary Range

CLERK BILINGUAL IN SPANISH AND ENGLISH

Step 1 29,545

Step 2 33,399

DEFINITION

Step 3 37,253

Step 4 41,107

Under immediate supervision, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; provides the above services to the general population as well as that portion of the population whose basic language is Spanish; does other related duties.

Step 5 44,960

Step 6 48,814

Step 7 52,664

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

(These examples of work are to be performed by utilizing English and Spanish as required.)

Reviews and checks assigned reports, applications, and other documents for corrections and completeness where uncomplicated determinations are required.

Opens, time stamps, sorts, numbers, and distributes mail.

Addresses, stamps, and mails envelopes and other mail.

Sorts, indexes, and files checks, cash stubs, vouchers, requisitions, or other materials numerically, alphabetically, or according to other predetermined classification, and maintains such files.

Wraps packages for shipment by mail or express.

Operates numbering, time stamping, and dating machines.

Assembles and staples materials for distribution.

Hand stamps letters, papers, and other documents.

Clips newspapers, periodicals, and printed releases, and arranges clippings in suitable form as directed.

Fills in and checks form letters, circulars, and forms as directed.

Looks up needed information.

Gives information, according to department regulations, in person and over the telephone.

Answers the telephone and takes messages accurately.

I acknowledge receipt of the NJDOP job description for Clerk Bilingual and voluntarily accept the title change to Clerk Bilingual.

Maintains prepared mailing lists.

Communicates with those who are not knowledgeable of both English and Spanish.

May assist in requisitioning, storing, and distributing office supplies.

May assist in locating and compiling data needed for reports.

Compiles and tabulates simple numerical data.

May assist in preparing and verifying payrolls and makes simple arithmetic calculations.

Operates varied types of office machines and equipment including duplicating and adding machines.

When required, explains details of work to new employees.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, and communicate in English and Spanish sufficiently to perform duties of this position.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office routines, equipment, and practices.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to use correct English.

Ability to make arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to learn quickly from oral and written instructions and from demonstrations.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to use and care for office machines and equipment including duplicating and adding machines.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English and Spanish sufficiently to perform duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 01248

MCK

1/22/02

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