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## Job Specification

### CLERK DRIVER

#### DEFINITION

Under direction drives and services a motorized vehicle for transporting materials or passengers, and may perform routine clerical work; does other related duties.

**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:

Drives and services motorized vehicles for transporting materials and/or passengers.

Load and unloads supplies.

May service vehicle by washing and polishing, changing tires, and checking and replenishing gas, oil, water, and battery periodically.

Makes arrangements for the delivery, storage, and pickup of supplies.

May pick up and supplies and/or other materials.

May be responsible for keeping a garage clean and in order.

Maintains records, inventory, and files.

When assigned to a library, performs library clerical duties as assigned.

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:

##### LICENSE:

Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

##### KNOWLEDGE AND ABILITIES:

Knowledge of safe driving principles.

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

Ability to observe motor vehicle rules and regulations.

Ability to check, clean, and perform minor service repairs to vehicles.

Ability to keep records and files.

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, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01257		L	N		N/A	00		-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

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