**Lower Division Clerk Jobs**

**Who is a Lower Division Clerk?**

A **Lower Division Clerk** is a white collar worker who conducts general office tasks, or a worker who performs similar sales-related tasks in a retail environment. The responsibilities of clericalworkers commonly include record keeping, filing, staffing service counters, screening callers, and other administrative tasks.

**What is the job of a Lower Division Clerk?**

The work responsibilities of a **Lower Division Clerk** involves daily office tasks, for example, to maintain the data, files and documents of the office in a systematic manner. LDCs are generally the first level of clerks in any Government Organization.

**Opportunities working as a Lower Division Clerk**

There are several opportunities in **Lower Division Clerk** jobs available such as Company Secretary, Radiologist, Sales Engineer, Area Manager, General Managers, Personal Secretary, Marketing Manager, Supervisor, Air Hostess, Network Engineer, Data Analyst, Radio Jockey, Legal Manager, Hospital Pharmacist, Clerk, Medical Lab Technician, Security Officer, Computer Teacher, Electrical Engineer, Network Security Administrator, and Online Marketing Executive Jobs. Lower Division Clerk Jobs Assistant Professor, Lecturer, Business Analyst, Computer Operator, are across India.

**What kind of jobs do Lower Division Clerk have?**

Below are the major roles and responsibilities performed by a **Lower Division Clerk** in different government departments:

* Dealing with the Entire Clerical Work and Maintaining the Work Flow in Office
* Registration of Mails
* Entering Data on Computer
* Indexing, Registering and Maintaining File Registers in an efficient manner.
* Receiving Documents and Maintaining the Record of the same.
* Getting the Important Files and Documents for their Seniors.
* Typing Official Letters, Notices, Notifications and other official documents
* Preparation of Simple Drafts and Statements.
* Making Salary Slips of the Staff.
* Fetching up the important data from the library of information and bring them for the seniors.
* Supervision of Correction of Reference Books.

**What kind of work Lower Division Clerk** **do?**

**Lower Division Clerk** Diary and dispatch work with maintenance of stamp account. Typing of letters in connection with supply of photocopies of patents, connected Proforma invoice, calculation sheet. Typing of day today administrative matters. Typing of letters connected with issue of search reports/typing of seminar and training materials when required. Typing work of Annual Budget, performance Budget, Annual Plan and estimate. Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically. Maintenance of cash entrusted with one LDC by granting spl. pay for full time work and preparation of permanent advance bills and pay bills, Telephone bills, rent bills etc. Any other duties assigned to them by concerned supervisory officers in consultation with the Head Office.

**Is becoming Lower Division Clerk good career?**

Being a **Lower Division Clerk** is not without its challenges, You may need to work under individuals who are younger than you and recently joined. You have to follow their orders though you have worked for 15 years. There will be work life balance with sufficient salary as the working time will be fixed. Although if career is not your choice then you can stay in your hometown with family but be ready to be LDC till end.