

JOB DESCRIPTION – CLERK

JOB DUTIES AND RESPONSIBILITIES

Performs any combination of following and similar clerical duties requiring limited knowledge of systems or procedures: Writes, types, or enters information into computer, using keyboard, to prepare correspondence, bills, statements, receipts, checks, or other documents, copying information from one record to another. Proofreads records or forms. Counts, weighs, or measures material. Sorts and files records, addresses envelopes or packages by hand or with typewriter or addressograph machine. Stuffs envelopes by hand or with envelope stuffing machine. Answers telephone, conveys messages, and runs errands. Stamps, sorts, and distributes mail. Stamps or numbers forms by hand or machine. Photocopies documents, using photocopier.

TOOLS, EQUIPMENT AND DEVICES REQUIRED ON THE JOB

Safety Glasses

Hard Hat

FRC outer garment

Closed Toe Shoes

NON-PHYSICAL JOB REQUIREMENTS

The Dictionary of Occupational Titles, Fourth Edition, Revised 1991, United States of America, Department of Labor Specific Vocational Rating for Clerks is: Over 2 years up to and including 4 years.

PERSONAL TRAITS

The Ability to get along well with co-workers and management and the ability to work together with other employees as part of a group, the ability to accurately communicate ideas, instructions, questions, problems, solutions, or feelings of an event. Understanding of nature and cause of accidents, appreciative of the effects and seriousness of accidents, alert and attentive for possible hazards, takes necessary action to prevent accidents- is not accident prone and does not have a history of chronic unsafe behavior.

Physical Modifiers/Demands

Medium to low physical ability required, Clerk must be able to Perform General Physical Activities that include but not limited to activities that require moving one's whole body, such as in climbing stairs, stools, and ladders, lifting items up to 30lbs., balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.

Visual Modifiers/Demands

The job requires considerable, sustained use of eyesight for functions such as visual inspection, reading, assembling, filing transcription, data analysis, PC monitor viewing, operating machines or vehicles and the ability to clearly see at night or in dim light, in daylight or bright light, under glare or poor contrast.

Environmental Modifiers/Demands

The job involves: Exposure to the Elements during access/egress to the job site and evacuations. Site offices are primarily in industrial atmospheres. Standard Personal Protective Equipment (Hard Hat, Safety Glasses, Protective clothing) as required by host client must be worn in designated areas. Exposure to pollutants, or allergens which can adversely affect the skin and/ or the respiratory system such as gases, smoke odors, mist, fumes, dust, chemical's, oils, or solvents. The job involves continuous work that cannot be easily or economically interrupted for breaks except at regularly scheduled intervals or at the completion of an assignment.

Referencing Information

Job Duty's, Physical Requirement, and other Material obtained in generating the clerks geranial Job Duties, Responsibilities and Physical Requirements: www.occupationalinfo.org/onet, The Dictionary of Occupational Titles, Forth Edition, Revised 1991, United States of America, DOL

I understand and can perform this job with or without reasonable accommodation.