



PART-TIME PASSPORT CLERK

DEPARTMENT: CITY CLERK
GRADE 315

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Deputy City Clerk, this position provides primary clerical support to the City Clerk Department. Performs a variety of clerical tasks, including passport application acceptance, non-routine administrative matters and heavy public contact work. Work is reviewed through conferences, observation of work in progress, and written reports for results obtained and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Maintains forms and records pertaining to passport applications.
2. Responds and provides general information to public regarding passport process.
3. Compiles data; verifies reports for accuracy; completes reports.
4. Greets the general public; responds to or directs their inquiries to appropriate personnel or department.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

- High School diploma or GED
- One (1) year of responsible clerical experience.
- Computer skills including standard software applications such as Microsoft Word, Excel, Access, Windows 2000, and other software.
- Must be able to take and pass Passport Acceptance Exam upon hire.

B. Knowledge, Abilities and Skills:

- Knowledge of office terminology, methods, practices, and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.
- Ability to learn pertinent laws, rules, regulations, policies, and procedures.
- Ability to communicate information tactfully and impartially.
- Skill in the operation of modern office equipment.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 8, 9