

# **INFORMATION CLERK**

*Wage: \$10.00/hr.*

*Work Hours: Mon-Thurs, 7:00 a.m. – 5:00 p.m.*

## **Kind of Work**

This is clerical work operating a telephone switchboard or two-way radio communication system and providing information to the public.

## **Examples of Work**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Operates a telephone switchboard and/or two-way radio; receives, relays and records messages and telephone calls; gives out miscellaneous information, schedules appointments, directs visitors to appropriate officials or departments; accepts, resolves or relays to appropriate office all inquiries, complaints and emergency requests; records personnel, police or fire messages, calls or signals and takes appropriate action; records inquiries and requests, addresses and locations and dispatches police personnel, emergency vehicles, fire companies, inspectors or repair crews; reports trouble or defects to communication facilities; receives requests for service and dispatches public works equipment; keeps log of trucks or chiefs' location; files work orders; receives and distributes time sensitive materials and information; cleans work area; assists customers; receives and processes permit applications and fees; processes employee uniforms; performs routine clerical work such as filing, ordering supplies, collecting fees or fines, posting records and typing; performs related work as required.

## **Minimum Qualification Requirements**

Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test, and a minimum of one year's experience as a switchboard operator, receptionist, dispatcher or communications clerk; or a combination of education and experience equivalent to these requirements.