

**Alaska Court System
Class Specification**

CENTRAL SERVICES CLERK I

Range: 9

SOC: 43-5071

EEO4: 07

Class Code: C3721

Definition:

Under general supervision, a Central Services Clerk performs a wide variety of semi-skilled tasks and assists in the supply, printing, and mail distribution functions of the Alaska Court System.

Distinguishing Characteristics:

A Central Services Clerk provides a wide variety of support to supervisors, managers, and judicial officers to support the efficient operation of the Alaska Court System.

A Central Services Clerk receives some direct supervision and work product is occasionally reviewed to ensure quality control. Procedures and directions are specifically defined within the limits of established policy and procedure.

A Central Services Clerk occasionally makes decisions which require the exercise of independent judgment. Unusual problems or questions are generally referred to the Central Services Senior Clerk or a supervisor. Supervisory duties are not assigned to positions in this job class.

Examples of Duties:

Receive stock from local sources; store and issue stock and supplies; and process related supporting documents.

Pack and ship supplies and equipment to court locations outside Anchorage; deliver supplies and equipment throughout the Anchorage court campus.

Relocate office furniture and equipment; perform minor repairs to furniture and equipment.

Operate and maintain court vehicles in order to make daily pick-up and delivery of registered, certified, and regular mail from the U.S. Postal Service.

Maintain regularly scheduled mail courier routes; deliver mail to court buildings.

Observe security precautions in the pick-up and delivery of confidential, hazardous, or valuable material.

Determine the most cost-effective method of sending outgoing mail and instruct office staff on proper postal procedures and requirements.

Operate and maintain postage meters; add funds and log usage as directed.

Perform bindery work; collate, staple, cut, fold, and bind materials.

Operate copy machines.

Adhere to special mail handling requirements involving certified mail and restricted delivery mail.

Knowledge, Skills, Abilities:

A Central Services Clerk I requires working knowledge of:

- U.S. Postal Service regulations.
- Standard office software.
- Minor repair procedures for equipment and furniture.
- Court System locations.

A Central Services Clerk I requires skill in:

- Motor vehicle operation.
- Manual dexterity for operation of printing and postal equipment.
- Receipt, storage, inventory, and issuance of supplies and equipment.

A Central Services Clerk I requires the ability to:

- Follow oral and written instructions.
- Learn pertinent postal regulations and procedures.
- Move and lift heavy items weighing up to 55 pounds.
- Maintain the security of confidential, hazardous, or valuable information.
- Operate motor vehicles and warehouse equipment.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND six months of mail handling, office clerical, or warehouse work experience AND possession of a valid Alaska Driver's License with an acceptable driving record.

07/86 - Original

07/07 – Department Name Change

02/09 – WPA, MQs, Class Code

06/12 – Range Change

12/13 – Title Change; Remove MQ questions

01/14 – Title Change