



Denver Municipal Federal Credit Union

Job Description: **7000**
General Office Clerk

Date: April 1995

Reports to: Vice President of Lending

Objective: To provide full-performance clerical support.

Essential Responsibilities:

1. Performs filing and account research.
2. Receives, inventories and distributes supplies.
3. Operates an on-line terminal (CRT) to obtain member's status and input information.
4. Operates calculators, typewriters, microfilm machines, microfiche, copy machines, adding machines and other office equipment, as necessary.
5. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: High School graduation or equivalent in recent and related work experience. Demonstrated thorough knowledge of various computer based CRT information systems, and PC/Macintosh word processing and spreadsheet applications. Must be able to work flexible hours. Must be bondable.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

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Physical/Environmental Characteristics: Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**