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# Example of General Clerk Job Description

Our company is searching for experienced candidates for the position of general clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for general clerk

* Trains subordinate clerical personnel in activities such as the use of filing systems, data processing reports and pricing information and checks their work for accuracy, completeness and adherence to procedures
* Assist with ordering and tracking supplies
* Assists in submitting manuscripts, posters and abstracts to relevant journals and meetings
* Complete all requirements in Antiterrorism/Operations Security Clauses
* Review contract system for data deficiencies
* Type in new contract data & update existing data entries to reflect specified formats
* Verify newly entered data by comparing it to source documents
* Verify existing contract data by reviewing, correcting, deleting, or reentering data
* Purge or offload duplicated files or data
* Generate reports and store completed work in designated locations

## Qualifications for general clerk

* 2-5 years experience in General Clerk field
* Must be a US Citizen and able to obtain a government security clearance to include an extensive background investigation and credit/financial review
* Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05
* Employee must provide all information required for background checks to meet installation access requirements
* 2 -4 years’ experience as an Accounts Clerk in a similar environment
* Sort and organize paperwork after entering data to ensure database remains organized