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# Example of General Clerk Job Description

Our company is looking for a general clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for general clerk

* Performs various routine office or clerical support tasks according to well established procedures
* Using computer software
* Filing away current and old documents
* Typing memos
* Handle incoming and outgoing mailings
* Sorts, files, and processes paperwork including correspondence, cards, invoices, receipts
* Handling correspondence batches such as denials, refund request letters, and authorizations
* Position provides back up coverage for customer service
* Or equipment
* Deliver outbound packages to courier provider

## Qualifications for general clerk

* Ability to work under moderate stress in a fast paced environment
* Strong technical and multi-tasking skills
* High school diploma or GED equivalent required, and at least 3 years of job-related experience
* Minimum 2 years of work experience (We are just looking to see how you’ve supported yourself
* Be able to prepare and maintain detailed records, files, and reports
* Working knowledge of office devices