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# Example of General Office Clerk Job Description

Our company is searching for experienced candidates for the position of general office clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for general office clerk

* Sorting and filing documents by type
* Uses mail cart to transport mail to destinations
* Prepares outgoing mail for delivery to selective postal service
* Maintains familiarity with automated mail equipment, USPS rules, and regulations, and UPS and Federal Express procedures
* Ensures mail is being sent the most cost-effective way, by comparing rates of multiple couriers
* Coordinates mail pickups with other couriers
* Operates postage meter that calculates, applies postage, and tracks postage expenditure
* Maintains a daily log with appropriate receipts
* Drives, loads, and unloads light trucks, vans, or other type government vehicles to pick up and deliver bulk messages, documents, packages, mail or other materials to various government agency facilities and business concerns
* Operates government vehicle according to applicable motor vehicle regulations, traffic laws, company policy and safety guidelines, standard operating procedures, auto insurance guidelines, and vehicle check and accident/damage notification requirements

## Qualifications for general office clerk

* The General Clerk I shall have a minimum 6 months of previous relevant experience
* Active current Secret clearance with DOD or ability to obtain clearance at that level
* Comprehension of basic computer programs
* Prior experience working with the public is preferred
* Deliver assistance with front desk and receptionist duties
* 3+ years of Office Clerk experience at minimum suggested