

## **ROLES AND RESPONSIBILITIES OF CLERK**

- Performs clerical duties including typing, filing, and completion of forms etc.
- Operates office machines including copiers, scanners, phone and personal computers, other standard office equipments.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual; processes outgoing mail.
- Maintains filing systems either manually or electronically.
- Manages calendars and schedules appointments.
- Maintains office record on computers
- Performs other related duties as assigned by the authorities.