

Perform Clerical Procedures

Who is a Clerical Assistant?

Clerical secretaries perform many administrative tasks in an office setting. Their job includes planning meetings, updating databases and managing information flow to staff and clients. Secretaries store, retrieve and disperse electronic and paper information, including memos, e-mails and other documents. A secretary's duties may include **drafting correspondence, reports and other documents.**

As contrary to the common belief, clerical jobs require lots of skills. It is a highly responsibility oriented job and it is evident from any job description. Initially a person into clerical job may get less payment and may be appointed at entry-level positions, such as, receptionist, etc. But, slowly after a few years, the person has a chance to get in core administration positions that are highly paid profiles. A person needs to be patient and work efficiently so that his or her efforts are recognized by the company. After noticing the dedication and excellence in the job, a person is most likely to get the position of more responsibility and greater rewards. The clerks are basically administrative assistants and their primary role is to provide administrative support to the company, which helps in the smooth functioning of the company.

Clerical Duties and Required Clerical Skills

Clerical jobs essentially consist of secretarial duties. There are various basic skills required to perform clerical jobs efficiently. Given below are some of the important clerical duties and clerical skills that form the primary aspects of the job.

Good Communication: A clerk must be good at business communication skills. He or she must have good verbal and written skills. It is important because most of the organizations assign the task of handling the reception counter to the clerks. They are required to make and receive the calls as well as direct calls to concerned authorities. They also have to take the message in case the appropriate person is absent or busy and also need to distribute the message across the concerned people. A lot of people call to inquire about the company or to get certain details. So, a receptionist must be able to handle enquirers and work as well as information requests. They are also required to send and draft professional emails and letters for the formal communication. For this purpose, they need to have good command over the language, so that they can communicate effectively.

Clerical secretaries are responsible for the effective flow of information and communication in an organization. They answer telephones, take messages for staff members and handle client requests. They use computers for many aspects of the job, including correspondence, desktop publishing and Internet research. Clerical secretaries use spreadsheets and databases to efficiently store and present data. They monitor stockroom supplies and replace items as necessary. Clerical

Basic Clerical Procedures

Dale Keenan, Marlene Nicholas



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