Clerk

A **clerk** is an administrative position that works with the management team. They are individuals entrusted with the maintaining of community records and documentation, alongside other <u>miscellaneous clerical work</u>. These duties were originally performed by <u>administrators</u>. This position was created to off-load some of these tasks from administrators so they can focus on other work.

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This page was last edited on 26 October 2021, at 16:32.

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