

CLERK I
(Temporary Position)

DEFINITION

This class is used to perform clerical work in a variety of service centers.

TYPICAL DUTIES

Incumbents sort, arrange, alphabetize and file materials, address and stuff envelopes, assemble and staple material; type lists, requisitions, reports, letters and memoranda; prepare records for microfilming; assist with student enrollment at peak periods; give information on routine procedural or directional questions; operate modern office equipment; perform other related clerical duties.

DESCRIPTION

Incumbents perform general clerical and receptionist work of a fairly routine nature under direct supervision. Short-term employees may be assigned to this class during registration and other peak workload periods. Specific guidelines and established procedures characterize all assignments.

QUALIFICATIONS

EXPERIENCE/EDUCATION

None.

KNOWLEDGE OF

Applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws, policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; type/data enter at a speed proficient to complete the duties of the position in a timely manner; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.