

CLERK**NATURE OF WORK**

This is clerical work of limited complexity and variety.

Employees in this class perform office work which follows prescribed or well-established procedures and which can readily be learned with training on-the-job. Detailed instructions are given on initial employment and on subsequent new assignments; however, after employees become familiar with particular procedures, they may exercise some independence on the more routine aspects of their work. Work may involve the use of Microsoft Office and other standard office software which does not require previous training. Work is normally verified by internal checks or reviewed upon completion.

ILLUSTRATIVE EXAMPLES OF WORK

Sorts, codes, and files correspondence, vouchers, forms, documents, and other materials numerically, alphabetically, or by other predetermined classification.

Receives and checks applications for admission to the University; returns incomplete forms to applicants; enters applications on appropriate cards and makes appropriate file entries; assigns student numbers to applicants.

Acts as desk clerk or receptionist; answers inquiries, or refers them to appropriate officials; supplies routine information on departmental procedures; replies to telephone inquiries.

Makes routine arithmetical calculations manually; uses a calculator to check and compute statistical data.

Assists in maintaining record systems; enters information on records; extracts information from records.

Prepares various data on vouchers, applications and other forms; addresses envelopes; operates a duplicating or photocopying machine; collects money for personal photocopying and accounts for receipts; prepares bill to departments for duplicating work.

Picks up and delivers mail; opens, date stamps, and sorts mail; routes or delivers mail to appropriate unit or person.

Perform related work as required.

REQUIREMENTS OF WORK

Some experience in general clerical work; graduation from high school, including or supplemented by courses in business education; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Some knowledge of Microsoft Office and other standard office software.

Some knowledge of business English and arithmetic.

Some knowledge of modern office practices and procedures.

Ability to make routine computations and tabulations with speed and accuracy.

Ability to understand and follow oral and written instructions.

Ability to learn assigned tasks readily, to adhere to prescribed routines, and to develop some skill in the operation of common office equipment.

Ability to deal tactfully with the public.

Ability to operate a personal computer.

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1992.12.02

Revised: 2004.01.05