

SENIOR CLERK

NATURE OF WORK

This is complex and difficult clerical work requiring the exercise of considerable independent judgement or responsible clerical and supervisory work.

Employees in this class are responsible for the performance of advanced and difficult clerical work requiring considerable contact with staff, students, and the public; or the supervision of a number of subordinate clerical employees performing simple to moderately complex work. Work of this class differs from that of an Intermediate Clerk in the requirement for a higher degree of independent judgement and the responsibility for work performed or in the supervisory nature of the work. A wide range of routine work is normally performed with considerable independence, only novel or difficult problems being referred to a superior for decision. Work is performed under the general supervision of a superior and reviewed by conference and by observation or results.

ILLUSTRATIVE EXAMPLES OF WORK

Serves as clerical aide to the scholarship committee, supplies information on government grants and University scholarships to prospective applicants; processes applications for scholarships; evaluates records, and makes recommendations to the scholarship committee; follows up on awards and maintains records.

Performs a variety of responsible clerical functions in the processing of applications for admissions, student records, and examination scheduling. These activities are carried out under general administration supervision.

Performs the clerical work of the housing office; allocates housing to students; maintains a complex system of housing records.

Performs inventory of office furnishings and equipment, dormitory furnishings, and general meeting room furnishings; establishes cleaning schedules and inspects work; serves as liaison with firms providing contractual and custodial services; investigates the loss of or damage to furnishings or equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in general clerical work, including some supervisory experience; 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's, abilities, and skills:

Considerable knowledge of Microsoft Office and other standard office software.

Considerable knowledge of business English, spelling, and commercial arithmetic.

Knowledge of University's Banner accounting and student registrations systems.

Knowledge of modern office equipment, practices, and procedures.

Ability to maintain complex clerical records and prepare reports from such records.

Ability to supervise a small to medium sized unit performing clerical functions.

Ability to use independent judgement in making decisions.

Ability to establish and maintain good relations with students, staff, and the general public.

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