

CLASSIFICATION TITLE: Office Clerk

Salary Range: 7

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under direct supervision, performs a variety of routine clerical and office support functions; performs various other related duties as required.

DIRECTLY RESPONSIBLE TO:

Appropriate department or unit administrator. May receive assignments from senior support personnel as required.

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Record Keeping:

Responsible for maintaining office filing and record keeping systems using both manual and computer database systems; enters, edits, and retrieves data from a computer; processes forms such as expenditure claims, employee time sheets, deposit forms, online supply orders; maintains records, confidential student files and other related information for department/unit needs.

Document Preparation:

Utilizes computer or typewriter to produce letters, memos, spreadsheets, agendas; completes forms, requisitions and other documents; types and prepares pamphlets, flyers, manuals, and handbooks.

Communication/Customer Service:

Answers and routes telephone calls; conveys information both orally and in writing; answers inquiries from parents, staff, students, and other clients regarding departmental rules, regulations, policies and procedures; directs clients to appropriate resources; acts as office receptionist greeting visitors and scheduling meetings for supervisor; provides materials, distributes workflow, and initiates requests for information when required.

Staff Support:

Coordinates and prepares for meetings and special events by reserving rooms, arranging for refreshments and necessary equipment; assists with student enrollment as needed; duplicates, sorts and distributes various documents; maintains departmental calendars; sends, receives and distributes faxes and e-mail; sorts, distributes, and redirects mail; operates standard office equipment.

MINIMUM QUALIFICATIONS:

Education:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience:

Any combination of training and/or experience which demonstrates ability to perform the duties as described.

Knowledge of:

English grammar, punctuation, and spelling; basic mathematics; standard types of office filing systems, proper telephone etiquette and techniques; common equipment utilized in an office environment, including computers.

Skill and Ability to:

Accurately type and learn to efficiently use various computer hardware and software programs; communicate effectively both in oral and written form; follow instructions; organize and prioritize work; perform basic research and report results; read and apply rules, regulations, and procedures; proofread material and make necessary corrections; learn and follow standard office procedures; learn appropriate filing and record keeping systems; select appropriate business formats; work cooperatively and effectively with students, parents, administrators, staff, and the general public.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.