

	<b>SALARY</b>	<b>ISSUED:</b> <u>6/93</u>
<b>TITLE:</b> <u>Office Clerk</u>	<b>SCHEDULE:</b> <u>Staff</u>	<b>CLASS</b>
	<b>SALARY</b>	<b>CODE:</b> <u>SA411</u>
<b>UNION:</b> <u>Staff Association – Local 2071, U.A.W.</u>	<b>GRADE:</b> <u>1</u>	<b>EEO</b>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>CODE:</b> <u>40</u>
		<b>E-</b>
		<b>CLASS:</b> <u>SA</u>

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**POSITION PURPOSE**

Perform a variety of repetitive entry level clerical support duties in an assigned academic or administrative unit in a School, College, Division or Center/Institute of the University.

**ESSENTIAL JOB FUNCTIONS**

- File routine material according to pre-established serial classification system (e.g. alphabetical, chronological) and extract materials and information from files when requested. Receive and check documents and materials, establish and monitor sign in/out log for hard copy files and prepare periodic reports regarding file usage.
- Make routine postings to various departmental records. Assist with the organization and posting of documents to record system in accordance with established procedure and methods.
- Perform receptionist duties to ensure messages and correspondence are relayed in a timely and accurate manner. Receive, direct and screen calls, take messages and page members of an assigned unit.
- Participate in scheduled mailings designed to provide notification and verification of records and general information to selected individuals or groups.
- Perform basic typing of standard University forms, reports and other paperwork following detailed procedures and defined rules.
- May provide functional work direction of assigned tasks to student clerical personnel. Assign and review tasks that are specific in objective and content.
- Participate in entry level office functions as needed, e.g. photocopying, open and distribute mail, FAX documents, maintain sign-in/out sheet for keys, run errands, proctor exams, order supplies, books and materials to maintain inventory.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This is an entry level clerical position requiring no previous office experience. This classification performs work activities of a repetitive nature requiring on the job training of a limited duration. Priorities are set by others and work is performed with specific instructions under direct supervision. This classification is located in a School, College, Division or Center/Institute at the University and the specific work performed may vary considerably among those assigned to this classification. This classification reports to and receives work direction from a professional or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to follow oral and/or written instructions.
- Ability to operate standard office equipment. May be required to type accurately at the speed of a light typist.
- Ability to communicate effectively with others.
- Typically, incumbents have worked in an office setting, providing clerical support.