



SEIU CLASS SPECIFICATIONS

CLASSIFICATION Clerk

GRADE 2

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Meets requirements for previous level(s), plus these additional specifications:

FUNCTION

- under minimal supervision, perform complex and varied administrative work
- organize, coordinate and perform a responsible administrative function
- the utmost accuracy, discretion, initiative and judgment are required
- this position is characterized by having freedom to organize work and make decisions

LEVEL OF FORMAL EDUCATION

- minimum 2 year community college required in related discipline for the position

EXPERIENCE

- 2-5 years of directly related experience

SKILLS AND ABILITIES

- detailed working knowledge of accounting practices and recordkeeping
- ability to work independently and prioritize own work
- competency in cash management and reconciliation
- knowledge of and ability to explain in-depth aspects of a particular program or service of the University
- ability to provide direction to others
- bilingual communication skills an asset
- knowledge of departmental and University policies and procedures and ability to adapt procedures to accomplish assigned tasks
- experience in providing quality front-line client service with the ability to prioritize a high volume of inquiries

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- gather and compile data from a variety of sources – employee may determine the appropriate sources of information to a degree and assess the validity of data obtained; employee may recommend course of action based on data obtained, e.g., source of supply, services, etc.
- as a contributing member of a department, suggest and implement improvements in work methods, systems, etc.
- independently prepare correspondence to clients and signs on behalf of the University as delegated; has the authority to implement actions arising from such correspondence
- may be responsible for administering government documentation (student loans, bursaries, foreign recruitment requirements, etc.)
- may coordinate all facets of a complex and comprehensive system involving the control and coordination of various assignments, projects, high volume transactions or services
- make decisions regarding the feasibility of requested expenditures or services

- maintain contacts with University officials or outside organizations involving a degree of commitment on behalf of the University
- monitor and reconcile department accounts and generate budget reports for department head or director
- perform other duties as required

INITIATIVE AND INDEPENDENCE OF ACTION

- organize workload on a priority basis, exercise independent judgment, initiative, discretion and resourcefulness in responding to client inquiries and resolving problems within predetermined parameters as defined by the supervisor
- may be responsible for relieving supervisor of administrative tasks in several areas, e.g., consulting and advising staff, students or public; refer only unusual requests and problems to the supervisor for a decision

IMPACT OF ERRORS

- errors probably detected in the work unit in which they occur; if not detected, could cause serious embarrassment in public or employee relations or monetary loss
- may cause inaccuracies in reports and records
- may delay related operations

WORKING WITH OTHERS

- requires regular contact, involvement, and cooperation with senior personnel or organizations from within or outside the University