



SEIU CLASS SPECIFICATIONS

CLASSIFICATION Clerk

GRADE 3

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

FUNCTION

- under minimal supervision, plan, initiate, coordinate and complete a full range of varied and complex clerical duties and detailed assignments
- the utmost accuracy, discretion, initiative and judgment are required
- this position is characterized by having the independence to organize own work, make decisions, and may coordinate the work of others

LEVEL OF FORMAL EDUCATION

- specialized training and/or certification may be required for the position

EXPERIENCE

- more than 5 years of directly related experience

SKILLS AND ABILITIES

- detailed working knowledge of accounting practices and analysis
- ability to work independently and prioritize own work as well as the work of others
- ability to provide leadership and motivation to team members
- multi-lingual communication skills, if required for the position

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- may oversee the work of other SEIU employees doing similar work and may have responsibility to train employees
- monitor, and implement changes to, administrative processes to ensure compliance with University policies and procedures; make recommendations for improvements and at the request of management
- may serve as the University's liaison with external agencies, committees and providers
- perform other duties as required

INITIATIVE AND INDEPENDENCE OF ACTION

- under minimal supervision, is responsible for the administration of a process or function including anticipating, planning and resolving problems
- unusual problems referred to supervisor

IMPACT OF ERRORS

- errors may not be detected in the work unit in which they occur; may cause serious embarrassment in public or employee relations or monetary loss
- may delay current and/or future operations

WORKING WITH OTHERS

- may serve on internal and/or external committees, and serve as a resource to departments across campus
- may be required to coordinate work of others in closely related work
- act as liaison for the unit with senior administrators of the University and external contacts, which require appropriate tact and courtesy to discuss problems, submit reports, and make recommendations