



## SEIU CLASS SPECIFICATIONS

**CLASSIFICATION** Clerk

**GRADE** 1

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### FUNCTION

- under general supervision, perform relatively complex and varied clerical work, requiring the use of independent judgment

### LEVEL OF FORMAL EDUCATION

- minimum 1 year community college required in related discipline for the position

### EXPERIENCE

- 1-2 years of directly related experience

### SKILLS AND ABILITIES

- basic clerical, accounting and record keeping skills
- keyboarding proficiency with accuracy
- ability to organize own work effectively and problem solve
- proficiency in Microsoft applications (e.g., MOS certification)
- effective oral and written communication skills with the ability to establish and maintain good working relationships with employees of the University, students, and the public
- proficiency in operating standard office equipment required for the position
- ability to function effectively in a team environment

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- help devise, coordinate, and maintain complex and confidential recordkeeping and/or filing systems which may be manual or electronic in nature
- provide general information and assistance on University or department programs or services
- post and balance a high volume of entries to ledgers, student records, etc.
- compile reports, draft forms, compose form letters, requiring the use of judgment and originality
- may hold the responsibility to grant standard authorizations and have signing authority on visa procurement card and/or online requisition authorization
- gather and compile information for reports requiring reference to a variety of sources
- may assign, check and maintain flow of work to casual and student staff within department and may have responsibility to train such staff
- may operate office equipment that requires additional training
- make decisions as to the application of data that may come from several sources
- may be required to collect and receipt for large amounts of cash, verify and prepare deposits
- perform other duties as required

### INITIATIVE AND INDEPENDENCE OF ACTION

- organize workload on a priority basis and exercise independent judgment in responding to client inquiries and resolving problems within predetermined parameters as defined by the supervisor
- unusual or difficult problems are referred to a supervisor for decision

## **IMPACT OF ERRORS**

- may require work of others to trace and make necessary corrections
- due in most instances to an honest mistake
- requires small loss of time or money to correct

## **WORKING WITH OTHERS**

- first line contact for general information, refer to others as appropriate
- considerable contact with faculty/staff, students, and the public
- requires only ordinary courtesy to avoid friction in relationships incidental to working with others