



SEIU CLASS SPECIFICATIONS

CLASSIFICATION Clerk

GRADE 4

DATE ISSUED 28 February 2007

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

FUNCTION

- provide a unique or highly specialized service to the University
- under only occasional supervision, initiate, coordinate and complete the full range of varied and complex clerical and administrative 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 and make decisions; may coordinate the work of others

LEVEL OF FORMAL EDUCATION

- university degree required, or significant directly related training and experience

EXPERIENCE

-

SKILLS AND ABILITIES

- competency in financial administration
- knowledge of the policies and procedures of external agencies
- ability to solve complex problems and client relationships using tact and highly developed interpersonal skills

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- provide specialized information on the status of accounts, services or activities, interpret policies and procedures and handle correspondence and inquiries to and/or from internal and external contacts requiring an in-depth knowledge of university policies and procedures
- may coordinate all facets of a complex and comprehensive system for two or more administrative departments involving the control and coordination of various assignments, projects, high volume transactions or services
- maintain up-to-date training in areas of specialization with the expectation to develop training programs for other SEIU employees
- may serve as a voting member on University and Senate committees
- monitor, reconcile and analyze the budget for a highly specialized program for the University and be able to make effective recommendations to change a diverse set of budget lines within the program
- perform other duties as required

INITIATIVE AND INDEPENDENCE OF ACTION

- under minimal direction, exercise initiative and decision making in the interpretation of policies and procedures and may recommend and implement procedures, guidelines and priorities for an area or unit

- provide a unique or highly specialized service to the University
- accountable for a complex administrative process
- may be given the latitude to sign external contracts or apply for external funding on behalf of the University within predetermined parameters
- plan and carry out details of procedures and methods to attain definite objectives

IMPACT OF ERRORS

- inadequate planning for key assignments may cause substantial delays in a phase of work
- may cause identifiable deterioration in business, public or employee relations

WORKING WITH OTHERS

- serve as a specialized resource to departments across campus
- require judgment and tact in order to obtain cooperation and approval of action