

Position Description

Administrative Clerk I

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Department/Site.....

FLSANon-Exempt

Evaluated by

Salary Range19

Summary

Performs general office clerical support, data entry, and reception duties, usually following well-established policies, procedures, and methods. Assignments can be in instructional or administrative areas where there is usually other more senior level administrative support positions to provide guidance, partial leadership, and prioritize specific work assignments.

Essential Duties and Responsibilities

- General Clerical Support

Incumbents are expected to perform all of the following, although some assignments may only involve a portion of the following or have varying emphasis, depending on the needs of the assigned work area.

- Types (keyboards) from copy or standing instructions, forms, memoranda, routine correspondence, and structured reports using established formats.
- Enters data onto established data entry screens of business and academic transactions (e.g., student and program information, deliveries, purchase orders, printing orders, forms, etc.).
- Processes routine business and/or student transactions such as, but not limited to invoices and fee-based enrollment and registration forms. May receive and account for money paid for items such as, but not limited to fees, instructional materials, and permits.
- Answers a multi-line telephone for a work team and serves as receptionist to serve customers. Answers common inquiries, makes appointments, provides basic information about programs and procedures, and refers calls to others within the assigned area.
- Greets visitors, determines their needs, then either routes them to the appropriate person or service or personally completes the request or transaction.
- Sets up and maintains files using established formats. Assembles, collates, and prepares materials for distribution. Files and posts information and documents to records.
- Orders, receives, shelves and distributes office supplies and materials.
- May deliver and pick up a variety of mail, forms, and materials from staff, students, or the other departments. Sorts and distributes mail.
- Prepares documents and information packets from established formats such as those used by faculty, and routine communications for administrative purposes.
- Compiles information onto established formats and maintains a variety of records to support regularly recurring reports that are prepared for administration and external agencies.
- Contacts other departments and outside agencies to locate information and/or services not provided by, yet used by the department.
- May schedule counselor appointments using counselor scheduling system.

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- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Requires a basic knowledge of modern office practices, procedures, and equipment including receptionist and telephone techniques and etiquette.
- Requires basic knowledge and understanding of methods and procedures used in alphanumeric filing and recordkeeping.
- Requires basic knowledge of data entry techniques.
- Requires a working knowledge in the use of common personal computer-based office productivity software such as word processing, spreadsheets, and intranet.
- Requires sufficient arithmetic skills to perform columnar calculations, decimals, fractions, etc.
- Requires sufficient knowledge of English language, grammar, spelling, and punctuation to prepare routine correspondence and internal memoranda.
- Requires sufficient human relation skills to greet and work cooperatively with others, inside and outside the department.

Abilities

- Requires the ability to perform the duties of the position under general supervision.
- Requires the ability to learn, understand and apply District rules, policies, procedures, and terminology used in the department of assignment.
- Requires the ability to use a personal computer for data entry, word processing, spreadsheets, and intranet.
- Requires the ability to operate standard office machines.
- Must be able to maintain record files and compile routine information used for reports on pre-determined formats.
- Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and the District.
- Requires the ability to work varying shifts.

Physical Abilities

- Must be able to function indoors engaged in work of primarily a sedentary nature.
- Use near vision to write and to read printed materials and computer screens.
- Use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment.
- Ambulatory ability to sit, often for long periods of time, move about campus locations, and to reach work materials.
- Use manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Education and Experience

- A high school diploma, or the equivalent, and one year of clerical experience.

Licenses and Certificates

- May require a valid driver's license.

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Working Conditions

- Work performed indoors where minimal safety considerations exist.