

**Clerk Typist**

**Skill Level: 3**

**FLSA Status:** Non-exempt

**IPEDS: 410**

Job Purpose: Performs routine clerical and word processing duties related to the work unit with specific instructions for established work procedures requiring very limited decision making.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Composes routine correspondence, memorandums, reports, brochures, and other materials from rough drafts and clear copy and prepares labels.  
Alphabetizes office documents and files according to unit procedures.  
Maintains routine clerical records, logs and/or data, and compiles and assembles routine reports for unit.  
Enters data into databases.  
Maintains and processes time-keeping records for unit.  
Operates office equipment including personal computers, copiers, calculators, typewriters, fax machines, or other equipment in the work unit.  
Answers telephone and serves as a receptionist greeting campus visitors to unit and provides general information.  
Purchases office supplies  
Takes and provides oral and written messages to unit employees.  
Sorts and distributes incoming unit mail.  
Completes, enters data to departmental forms, makes routine calculations, and checks for accuracy.  
Processes documents or forms according to instructions.  
Delivers documents and other items to offices and other locations.  
Orders and maintains inventory of office supplies.  
Schedules appointments.  
Operates cash register and collects payments for various fees.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation. These functions may vary by institution. Incumbents may provide backup to various functions within the unit.

Direction Received:

Well defined work procedures are established.

Direction Given:

May oversee work of student workers.

Job Specifications:

High School diploma or GED.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of telephone etiquette.

Skill in basic filing and record keeping.

Skill in using computer applications for word processing in windows environment.

Ability to read, spell, and perform simple mathematical computations.

Ability to learn the operation of a variety of office machines including personal computers, telephones, copiers and fax machines.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information

Date

5/2004

Skill

3

Evaluation

412021122

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.