

Technical Clerk

Skill Level: 5

FLSA Code: Non-exempt

IPEDS: 410

Job Purpose: Performs a variety of standard to moderately difficult routine and non-routine technical/clerical support duties that may require knowledge of assigned and/or related work units. Applies this specialized knowledge to analyze and respond to administrative matters within established limits.

Incumbents typically specialize in a work unit function and also possess broader knowledge/skills about work unit operation to allow more independence in carrying out responsibilities.

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

Maintains and processes a variety of records, electronic or manual file systems, or database files requiring classification and compilation of varied information.
Compiles special reports or studies where analysis of data is required; identifies sources and extracts necessary information; performs specialized calculations.
Maintains, updates, and inputs data for unit in databases.
Prepare vouchers, purchase orders, tax exemption certificates, year-end documents.
Assists with student registration.
Reviews and prepares forms and operational records for budgets, grants, purchases, work orders, or personnel actions;
Processes operational records and other business transactions.
Reviews and checks documents for accuracy prepared by others for supervisor's signature.
Composes office correspondence on own initiative in response to general unit operations.
Answers and routes incoming calls.
Serves as receptionist, greets and assists campus visitors.
Alphabetizes office documents and files according to unit procedures.
Prepares recurring and special reports, tabulations or budgets unique to assigned function.
Serves as a primary reference source for assisting others in resolving discrepancies or procedural complications.
Explains procedures to others and makes recommendations to changes to procedures affecting work unit.
Install, test, and maintain new releases of microcomputer software.
Assists with student recruitment and registration.

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.
Other duties as assigned.

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

May monitor or coordinate work of others within assigned function of the unit.
May oversee work of student workers.

Job Specifications:

High School diploma or GED. 2 years of office experience required.
OR
1 year post-high school course level work and 1 year of office experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of policies, practices, and procedures of assigned function.
Knowledge of business English, punctuation, and spelling.
Skill in making mathematical computations.
Skill using computer applications for word processing, spreadsheets, and database in windows environment.
Skill in using personal computers, copiers, fax machines, and other office equipment.
Ability to organize and prioritize multiple tasks.
Ability to work with diverse employees and customers.
Ability to communicate effectively.

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.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	5	612021222

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.