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<b>Functional Title:</b>	Clerical Assistant	<b>Job Code:</b>	0008-CS160
<b>Classification Series:</b>	Clerical Assistant	<b>Band/Zone:</b>	E1
<b>Department:</b>	Multiple	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1997		

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**General Function:**

Performs a variety of basic clerical tasks related to up-dating and maintaining departmental records and files.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Maintains files and records so they are orderly and easy to locate; pulls and refiles individuals records as needed; determines proper location for unfiled material.
- 2) Enters any new or corrected information to hard copy or computer files and records; creates and labels new files as needed; processes forms and/or financial documents.
- 3) Provides information to students, faculty, staff, or guest/outside vendors either in person, by mail, or by phone.
- 4) Performs various clerical services which may include answering phones, greeting visitors, typing, or copying.
- 5) Opens, sorts, and distributes correspondence including requisitions and invoices.
- 6) May locate and tag University property; may deliver and retrieve material from other departments.

**Reporting Relationships:**

**Direction Received:** Reports to Administrative Assistant, Administrative Specialist, Associate Director, or Medical Technologist.

**Direction Given:** No responsibility for directing the work of others.

**Minimum Requirements:**

Requires a high school diploma or GED and six months of office experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of standard office procedures and equipment; knowledge of departmental procedures; basic knowledge of computers and office applications.

**Working Conditions:**

May have periodic assignments which entail dealing with modestly unpleasant situations.