
Functional Title:	Clerical Assistant, Senior	Job Code:	0008-CS250
Classification Series:	Clerical Assistant	Band/Zone:	E2
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of routine to moderately complex clerical tasks related to creating, up-dating and maintaining departmental records and files.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Creates and maintains departmental files; receives information; determines what should go in files and records; refers original material to proper location.
- 2) Enters information into University computer system.
- 3) Provides information to students, faculty, and staff either in person, by mail, or by phone.
- 4) Performs various clerical services which may include answering phones, greeting visitors, typing, or copying.
- 5) Provides leadership and serves as informational resource to classified and student employees.

Reporting Relationships:

Direction Received: Reports to administrator of department's records section (Supervisor, Assistant Manager, Manager, Assistant Director, Director, or Administrative Assistant.)

Direction Given: Occasional monitoring and training of student employees. May provide functional guidance to a group of student employees.

Minimum Requirements:

Requires a high school diploma or GED and 12 months of office experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of computer and office applications; knowledge of standard office equipment and procedures; ability to work with individuals with diverse backgrounds.

Working Conditions:

Typical office environment.