

## GENERAL OFFICE CLERK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	Unrepresented	38	09/14/17	Classified Hourly	1 of 2

### DEFINITION

Under the supervision of a manager, performs a variety of entry-level, general clerical duties to an assigned department.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Produces photocopies, assembles and collates materials for distribution.
- Sends and receives documents using fax machine.
- Performs alphabetical and numerical sorting, filing, and finding data.
- Creates and maintains office files of reports, bulletins, and correspondence.
- Prepares and types form letters, labels, addresses, and other materials.
- Searches files and records for required information.
- Receives, opens, time-stamps, sorts and distributes mail.
- Receives, distributes and stores office supplies.
- Addresses and stuffs envelopes.
- Makes simple mathematical computations.
- Assists with meeting facility set up, open and close facility, and monitor activity within the building.
- May act as receptionist, answer telephones, forward calls, deliver messages and reply to routine inquiries.
- May operate a variety of office equipment.
- Performs other related duties as assigned.

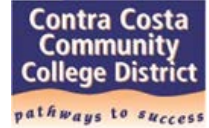
### MINIMUM QUALIFICATIONS

Knowledge Of:

- Modern office procedures, practices and technology/equipment.
- English usage, grammar, spelling, punctuation and vocabulary.

Skill/Ability to:

- Operate a phone system.
- Operate office machines and learn office methods, rules and policies.
- Learn basic rules, policies and procedures of the office to which assigned.



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- Maintain professionalism when interacting with callers.
- Make simple mathematical computations.
- Serve students, staff and colleagues in a helpful and professional manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- No experience required.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma / GED or the equivalent.

**Actions:** Initial adoption by the Governing Board on 01/29/03.  
Revised: 09/14/17