

General Office Clerk

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 composes 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.
- Serves as the receptionist by answering and directing telephone calls, forwarding messages, responding to routine inquiries, and ensuring accurate message delivery.
- 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.

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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.
- 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.

Education/Experience

- Possession of a high school diploma / GED or the equivalent.
- No experience required.

Actions: Initial adoption by the Governing Board on 01/29/03.

Revised: 09/14/17