

TITLE: <u>Program Records Clerk I</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA451</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>2</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Provide general clerical assistance and records maintenance to a unit with a specialized academic or service mission. Follow specific work routines using standard office equipment to support program operation.

ESSENTIAL JOB FUNCTIONS

- Maintain and update computer based and hard-copy files pertaining to the operation of a specific academic or service based program. Provide duplication of material to others for use.
- Gather and disseminate program material to others. Maintain statistics on unit activity; ensure proper forms are collected and mailed. Check forms received for completeness.
- Receive and direct incoming phone calls and visitors. Provide basic information to students, faculty members and the general public about program policies and procedures and status of applications.
- Prepare standard University forms. Type correspondence including letters, memos and program material. Follow established practices and standards for the presentation of material. Open, sort and distribute incoming campus mail.
- May provide functional work direction of assigned tasks to a small number (1-3) of student and part-time support personnel. Assign, monitor and review tasks. Train in appropriate methods and procedures.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This entry level classification follows standardized work routines to provide clerical support and records maintenance to an academic or service based unit of the University. Duties are specific in nature but an awareness of related activities is essential. Work activities are dictated by established routines, but the incumbent must handle them based on information learned through prior experience or exposure. Functional work direction may be provided to part-time and temporary positions. This classification reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Some knowledge of University administrative policies and procedures preferred.
- Ability to communicate effectively with others.
- Ability to operate standard office equipment.
- Ability to type and use wordprocessing equipment with speed and accuracy.
- Typically, incumbents have worked in an office setting, providing clerical support.