POSITION PURPOSE
Perform a variety of basic general office and clerical support duties in an assigned academic or administrative unit in a School, College, Division or Center/Institute of the University.

ESSENTIAL JOB FUNCTIONS
- Compile and provide statements or information from readily available information in accordance with pre-determined schedule, e.g. monthly telephone costs, mileage on vehicles assigned to units, information to complete expense reports and maintain inventory of supplies.

- Perform data entry and database entry functions including the commitment of data to University-wide application systems, e.g. Financial Accounting System (FAS), Human Resource System (HRS) and General Billing System (GBS).

- Type University forms, listings and routine correspondence of a straightforward nature, e.g. student rosters, travel expense report (TER), special payment authorization (SPA), internal requisition billing (IRB) and approved absence request.

- Maintain files and records of the personnel and activities of an assigned unit. Update and purge data and records to provide complete and accurate records.

- Participate in scheduled mailings designed to provide notification and verification of records and general information to selected individuals or groups.

- May provide functional work direction of assigned tasks to part-time clerical personnel. Distribute work and review for completeness. Train in appropriate methods and procedures.

- Prepare and compile time/exception reports to assist with the timely payment of wages to employees.

- Perform receptionist duties to ensure messages and correspondence are relayed in a timely and accurate manner. Receive, direct and screen calls, take messages and page members of an assigned unit.

- 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 position typically performs basic clerical support functions involving standardized work routines that are not traditionally considered core secretarial duties. As with the Office Clerk classification, this classification is located in a School, College, Division or Center/Institute at the University and the specific work performed may vary considerably among those assigned to this classification. In contrast to the Office Clerk classification, position incumbents are expected to possess more awareness of related office activities and perform work that is more responsible and less repetitive in nature. 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 with previous clerical work experience desirable.
- Ability to operate standard office equipment including basic word processing software. Light typing requirements with an emphasis on accuracy.
- Ability to follow oral and/or written instructions.
- May be required to use transcription skills.
- Ability to communicate effectively with others.
- Typically, incumbents have held lower level clerical positions.