



## Job Description

<b>Job Title:</b>	Administrative Clerk	<b>Job Code:</b>	4004
<b>Department:</b>	Multiple	<b>Grade:</b>	E
<b>Date:</b>	June 1998	<b>FLSA:</b>	Nonexempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Performs a limited number of basic clerical tasks which may include greeting and directing callers and visitors, operating cash register, filing, typing, and entering information into computer in support of Department's daily operations.

### **Characteristic Duties and Responsibilities:**

1. May greet and assist customers or patrons by answering inquiries, providing information, or aiding in use of equipment.
2. May operate cash register; may ring up sales and accept cash/credit card payment for fees or other charges.
3. May enter information into computer system; may review entries for accuracy.
4. May fill out orders for supplies and inventory; may verify invoices; may receive and process incoming shipments.
5. May answer phone; may take message or refer call to appropriate person; may provide basic information.
6. May arrange merchandise and straighten work/sales area.
7. May send form letters, brochures, and other prepared correspondence as instructed.
8. May perform various office tasks including typing, filing, and opening and sorting mail.

### **Reporting Relationships:**

**Direction Received:** Reports to head of unit's clerical section (i.e. Bookstore Operations Supervisor, Operations Supervisor, Program Coordinator, Director)

**Direction Given:** No authority or responsibility for the supervision of others, project direction, or program management.

### **Minimum Requirements:**

Requires a high school diploma or GED and six months of office experience.



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

- Knowledge of standard office procedures and equipment.
- Knowledge of computer and word processing software.
- Ability to work well with individuals with diverse backgrounds.

### **Working Conditions:**

Typical office environment.