

JOB TITLE	LEVEL	GRADE	JOB. NO.
Clerk I	E-5	06	401

DEFINITION

This is routine clerical work of limited complexity and variety.

Employees in this class perform clerical duties which follow prescribed and well-established procedures. Detailed instructions and close supervision are given at the beginning of work and on subsequent new assignments; however, after employees become familiar with a particular procedure, they usually work with relative independence. Work involving more varied tasks is given closer supervision than that which is repetitive in nature, although work is normally reviewed or verified upon completion. Assignments may require operation of a computer and other office equipment.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).

- ◆ Receives, opens, sorts, and distributes mail and supplies; and maintains files.
- ◆ Sorts and files correspondence and other documents according to established rules of records management.
- ◆ Sorts, checks for completeness and mathematical accuracy, and maintains other fiscal and budget records.
- ◆ Maintains time, payroll, inventory, and other operating records; makes simple mathematical calculations.
- ◆ Acts as a desk clerk/receptionist on routine matters.
- ◆ Operates a computer, scanner, calculator, and other office machinery in the performance of routine clerical operations.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned by the supervisor specific to the assigned department/position.

(Specific lists of assigned duties will be maintained in the department).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Effective telephone techniques.
- ◆ Knowledge of office practices, general postal regulations, and procedures.
- ◆ Ability to learn assigned clerical tasks readily and to adhere to prescribed institutional routines.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES *(CONTINUED)*

- ◆ Ability to make mathematical computations and tabulations accurately.
- ◆ Ability to keyboard at a minimum of *30 correct (net) words per minute for 3 minutes*.
- ◆ Knowledge of general office procedures and proofreading (*Basic Office Procedures Exam*).
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

QUALIFICATIONS

Education:	Graduation from high school or GED certificate plus a minimum of 15 semester hours of postsecondary education in business or office-related coursework.
Experience:	One year of experience in office or related work is <i>desirable</i> .
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.