

JOB TITLE	LEVEL	GRADE	JOB. NO.
Clerk II	E-5	05	402

DEFINITION

This is moderately difficult clerical work involving varied work methods and problems.

Employees in this class are responsible for the performance of clerical functions requiring some judgment and interpretation of policies and regulations, consideration of alternatives, and a wide range of clerical decision-making within the bounds of established precedent and institutional policy. Work is reviewed to determine compliance with established procedures.

EXAMPLES OF WORK PERFORMED

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

- ◆ Assists in maintaining central files according to standard rules of records management.
- ◆ Makes final checks for proper coding, mathematical accuracy, and compliance with procedures; maintains other fiscal and budget records, including administrative data; composes routine correspondence; performs the more complex mathematical and tabulating assignments.
- ◆ Acts as a desk clerk/receptionist to provide information to students, college personnel, and visitors.
- ◆ Assists in the preparation of forms; prepares simple word processing and spreadsheet documents.
- ◆ Reviews work activities and prepares routine reports as required by the department.
- ◆ Operates a computer, scanner, calculator, and other office machinery.
- ◆ 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.
- ◆ Knowledge of word processing and spreadsheet software (*Computer Level I Exam*).
- ◆ Knowledge of office procedures; general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level I Exam*).
- ◆ Ability to use the telephone effectively.

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

- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Ability to make minor decisions in accordance with laws and regulations and to apply them to work problems.
- ◆ Ability to make mathematical computations accurately.
- ◆ Ability to keyboard at *40 correct (net) words per minute for 3 minutes*.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

QUALIFICATIONS

Education:	One (1) year of postsecondary education with a minimum of 15 semester hours in business or office-related coursework.
Experience:	Three (3) years of experience <i>as Clerk I</i> .
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.