



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
All Campuses

Created on: 11/10/2025
Revised on: 2/13/2026

Job Title	Salary Schedule	Grade	Job No.
Clerk – Part Time	Local	Hourly	
Reports To	FLSA Status	Grant Funded	Tenure Track
Supervisor	Non Exempt	No	No

JOB SUMMARY: The Part-Time clerk will perform 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.

QUALIFICATIONS:

- ◆ Graduation from high school or GED certificate plus a minimum of 15 semester hours of postsecondary education in business or office-related coursework.
- ◆ One (1) year of experience in office or related work is desirable.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(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).
- ◆ Perform other duties as assigned by the supervisor
- ◆ Comply with all policies and procedures of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: Director of Human Resources

Employee Name:

Employee Signature

Date