



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: September 1, 1983 Department: _____

Title: Data/Account Clerk I Level: III

FUNCTION

To provide routine clerical, office and accounting support and assistance in performance of varied tasks handling data for the assigned department.

SOURCE OF SUPERVISION

Immediate supervisor, department head or director.

DIRECTION EXERCISED

None; may occasionally direct work of assigned student helpers.

DUTIES AND RESPONSIBILITIES

Perform various clerical duties such as typing, filing, answering phones, opening, sorting and distributing mail and performing errands; act as receptionist; maintain filing system and office supplies.

Reconcile daily cash receipts; prepare bank deposits and maintain petty cash supply; record deposits; issue counter receipts; disburse checks; assist customers as required; perform cashiering functions; prepare and process standing orders; act as contact person for vendors; prepare materials for shipping; maintain standing order files; input data using appropriate equipment.

File reports; maintain logs, records and related documents; review and process invoices; check extension for accuracy; audit and match with purchase orders; prepare vouchers and process for payment; follow-up on orders; assist with and maintain inventory lists, perform extensions and initiate responses. Keep statistics and compile monthly report information; prepare and process documents for usage, check in and claim documents.

Search and retrieve information on appropriate computer equipment; maintain special records; review and edit information from computer equipment; assemble and distribute information required by departmental operations.

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. 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 his/her supervision.

Approved: _____ Date: _____
Signature

Date Issued: September 1, 1983 Department: _____

Title: Data/Account Clerk I Level: III

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of filing system and operation of electronic office machines; ability to perform basic arithmetic calculations; accuracy in spelling; six months experience in office work.

Department Head Signature

Date

Date Issued: October 28

Department: Norris Center Ticket Office

Title: Data/Account Clerk I

Level: III

JOB QUALIFICATIONS

Graduation from high school; six months of experience in a variety of office work activities. Typing proficiency: a minimum of 40 words per minute. Knowledge of all office procedures; knowledge of electronic office equipment and business machines. Ability to perform basic arithmetic calculations; good telephone demeanor; accurate speller with filing skills; knowledge of word processing and software programs. Experience in service-related interaction with public and ability to communicate with public. Knowledge of cash handling.

PHYSICAL AND MENTAL DEMANDS

Ability to hear a normal conversational voice and telephone conversation, with or without a hearing device; ability to speak and be understood under normal circumstances; ability to read and to understand written and spoken language; ability to see with or without visual aid and to concentrate long hours on computer screen. Use of fine motor skills and dexterity to type and input information into a computer and for use of other business machines. Use of gross motor skills for filing, handling of paperwork and equipment. Ability to communicate with a variety of audiences; ability to understand and work with numbers and detail work. Physical fitness adequate to maintain long hours and work under pressure.

Department Head Signature

Date