



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: July 22, 2003 Department: Athletics

Title: Data/Account Clerk II/Parking Clerk Level: v

FUNCTION

To provide routine clerical, office and accounting support and assistance in handling data for the Norris Center Business Office and the Parking Office.

SOURCE OF SUPERVISION

Immediate Supervisor is the Athletic Administrative Assistant. Department Head is the Director of Athletics.

DIRECTION EXERCISED

May occasionally direct work of assigned student helpers.

DUTIES AND RESPONSIBILITIES

Perform various clerical duties such as typing, filing, answering phones, perform errands; act as receptionist; maintain filing system and office supplies.

Issue vehicle registrations; maintain computerized vehicle registration system; collect fees from parking tickets and deposit cash receipts; place and release holds on student records; send unpaid tickets to District Courts; check lots for space availability; make usage reports; sell tickets to athletic and various events; reconcile daily cash receipts; prepare bank deposits and maintain petty cash supply; record deposits; issue counter receipts; disperse 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 invoices for accuracy and process; audit and match with purchase orders; prepare vouchers and process for payment; follow-up on orders; assist with and maintain inventory lists. 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.

Perform all functions in accordance with University policies and procedures

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

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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 office procedures; knowledge of electronic office equipment and business machines. Ability to perform basic arithmetic calculations; customer friendly telephone demeanor; accurate speller with filing skills; knowledge of word-processing and other 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