



# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation NEHU
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Date Issued: September 1, 1983 Department: \_\_\_\_\_

Title: Data/Account Clerk II Level: v

### FUNCTION

To provide clerical and accounting support in departmental functions related to ordering and other technical services in the operation of the department.

### SOURCE OF SUPERVISION

Immediate supervisor and department head or director; may receive direction from workers in higher classification levels.

### DIRECTION EXERCISED

May direct work of assigned student helpers in routine clerical functions and assignments.

### 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.

File reports; maintain records and related documents; review and process invoices; check and audit extensions; audit and match invoices with purchase orders; prepare vouchers and process for payment; follow-up on orders and unpaid bills; perform inventory and extension functions; process orders; act as contact person with vendors and customers and resolve problems; check catalogs and verify prices; prepare materials for return.

Perform accounting functions; post expenditures, invoices and credit memos; compile statistics and type monthly reports.

Receive shipments on orders; verify receipts and prepare items for use; schedule, deliver and operate equipment as required; operate basic office and accounting equipment.

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 II Level: V

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures and business machines; knowledge of electronic office equipment; ability to perform basic arithmetic calculations; ability to utilize software programs; accuracy in spelling; one year experience in office work.

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Department Head Signature

\_\_\_\_\_  
Date

Date Issued: July 27, 1995

Department: Campus Shoppe

Title: Data/Account Clerk II

Level: V

DIRECTION EXERCISED

May direct work of assigned student helpers in routine clerical functions and assignments as well as directing a temporary cash counter during peak times of the year.

DUTIES

Reconcile daily cash receipts; prepare bank deposits and maintain petty cash supply; record deposits; disburse checks; assist customers as required; perform cashiering functions; prepare orders; input data using appropriate equipment.

Prepare and process documents for usage; 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; install computer upgrades and do required computer systems backups; operate basic office and accounting equipment.

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures and business machines; knowledge of electronic office equipment; ability to perform basic arithmetic calculations; ability to utilize software programs; two years recent clerical experience in an office serving the public; good keyboarding skills with a high degree of accuracy; logic skill level appropriate for working with a computer information system; ability to readily adjust to an increasing rate of change; excellent organizational skills with attention to detail; ability to function with little supervision, make decisions, assume responsibility, and supervise student workers; accuracy in math and spelling skills; good written and spoken communications skills using correct grammar; ability to supervise several on-going projects at the same time; ability to work effectively in a noisy, hectic office environment with frequent interruptions; friendly, outgoing personality, able to deal tactfully with the public, the faculty and other university staff; pleasant telephone voice employing good diction and good grammar. Must habitually present a neat and clean appearance.

PHYSICAL AND MENTAL DEMANDS

Adequate physical fitness to handle mental pressures of the position, which calls for long periods of concentration despite a noisy working environment and frequent interruptions. Must have the ability to hear clearly a normal conversational voice and phone conversation, with or without a hearing aid; ability to speak clearly and be understood under normal circumstances; ability to read and understand written and spoken language; ability to see clearly, with or without vision aid, and to focus for long hours on a computer screen. Use of fine motor skills for typing and keyboarding. Use of gross motor skills for filing, handling of equipment, and moving equipment. Ability to communicate with a variety of audiences; ability to understand and work with detail work. Occasionally requires climbing stairs, reaching, bending, stooping, kneeling, lifting weights up to 30 pounds, pushing/pulling equipment, and moving between offices.

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Department Head Signature

\_\_\_\_\_  
Date

Date Issued: July 31, 1995

Department: Norris Center Ticket Office

Title: Data/Account Clerk II

Level: V

QUALIFICATIONS

Graduation from high school; two years of formal training and two years of experience in a variety of office work activities or equivalent. 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 phone demeanor; accurate speller; filing skills; knowledge of word processing and software programs; knowledge of both IBM and MacIntosh computer systems preferred. Experience in service-related interaction with public; good problem-solving skills and ability to communicate with public; experience in a business office setting; knowledge of cash handling and basic accounting procedures.

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 computer information 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.

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Department Head Signature

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Date