



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: September 1, 1983 Department: _____

Title: Special Clerk III Level: VIII

FUNCTION

To provide the necessary clerical and organizational skills and personal assistance to the Department Head in implementation policies specific to the function of a large department.

SOURCE OF SUPERVISION

Director or Department Head.

DIRECTION EXERCISED

Directs, coordinates, schedules and trains student helpers assigned to the department and coordinates the work of employees in lower classification levels.

DUTIES AND RESPONSIBILITIES

Type correspondence, reports and related documents; handle, distribute and dispatch mail; answer phone; order and inventory office supplies; maintain files and special records; operate business machines and equipment related to departmental operations.

Obtain and disperse information for the department; read, route and initiate responses to correspondence; organize and maintain departmental files; compile data and assist in preparation and editing or reports for outside agencies or institutional use as required; audit and verify data received and/or requested; prepare and maintain security of confidential reports and records; prepare and disseminate promotional material; supervise cash transactions and perform accounting functions in relation to departmental activities.

Assist with planning, organizing, scheduling, arranging and promoting departmental activities and special events, and coordinating plans with other departments and outside agencies; coordinate and supervise various operations related to the specialized functions of the department and the support staff involved.

Provide personal assistance to the supervisor and other staff in obtaining, assembling and organizing materials, facilities and equipment for completion of their responsibilities; screen, interview and advise visitors; schedule appointments, act as contact person for the department.

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

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JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures, ability to take dictation and operate transcriber; ability to operate electronic office equipment and business machines; knowledge of management principles and ability to make decisions and assume responsibility; ability to utilize software programs; ability to perform arithmetic calculations; accurate speller and good knowledge of grammar; knowledge of the technical field required, or five years of experience in higher level clerical position.

Department Head Signature

Date