

# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

<b>FLSA Designation</b> NEHU
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Date Issued: December 23, 2008

Department: Purchasing

Title: Purchasing Services Clerk

Level: VII

### FUNCTION

To provide oversight of the mail service center and routine clerical support for the Purchasing and Risk Management operations.

### SOURCE OF SUPERVISION

Director of Purchasing and Risk Management; may receive direction from workers in higher classification levels.

### DIRECTION EXERCISED

Supervise student workers in operation of the mail service center.

### DUTIES AND RESPONSIBILITIES

Mail Service Center duties include but are not limited to: keep current with USPS regulations; maintain USPS accounts for meter, imprints, postage due, and Business Reply Mail (BRM); perform accounting functions - prepare monthly journal voucher for postal charge backs; create and maintain Mail Services Guide; maintain Mail Center supplies; train departments on postal requirements and mail preparations; process BRM pieces for qualifying discounts; provide guidance and information on postal procedures on a daily basis; compile statistics and make reports; provide back up for out-going, in-coming, and on-campus University mail processing as necessary.

General secretarial duties for the Purchasing and Risk Management department to include but not be limited to: copy; create forms and documents; type correspondence, reports, purchase requisitions, bid requests and related documents; handle, distribute, and dispatch mail; answer and make phone calls; operate various office machines; screen visitors and calls; prepare staff/student time sheets; collect and organize data for specific departmental use; update, edit and verify information; file; maintain supplies and monitor service repair needs for main fax and copier machines in Administration Building; handle the fax operation and charge backs; and maintain office supplies.

Telephone duties include but are not limited to: issue telephone credit cards and maintain list.

Hire, schedule, train, supervise, and (if necessary) dismiss student staff in operation of mail services center.

Perform related duties as assigned.

### QUALIFICATIONS

Graduation from high school including or supplemented by courses in business practices, typing and computers. Typing proficiency – minimum of 40 words per minute. Above average ability in spelling and grammar. Six months experience in office work, experience working with computers, spreadsheets, word processing and postage regulations preferred. Skill in dealing with the public. Knowledge of office procedures, electronic office, equipment and business machines, ability to perform basic arithmetic calculations; and ability to utilize software programs.

PHYSICAL AND MENTAL DEMANDS

Must have ability to hear a normal conversational voice and phone conversation, with or without a hearing aid; 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 vision 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 office 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. Occasional moving of boxes weighing up to 45 lbs.

**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