



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: September 1, 1983

Department: _____

Title: Data/Account Clerk III

Level: VI

FUNCTION

To provide the necessary clerical and accounting skills in input, filing and retrieval of data by preparation of card input or as operator of an on-line computer terminal or related machines, and edit accuracy of data.

SOURCE OF SUPERVISION

Immediate supervisor and department head.

DIRECTION EXERCISED

Directs work of assigned student helpers; may occasionally direct work of employees in lower classification levels.

DUTIES AND RESPONSIBILITIES

Responsible for input, filing and retrieval of data according to schedule planned by supervisor; assist with coordination of data preparation priorities.

Operate and maintain appropriate equipment for input and retrieval of data, and related office machines; maintain office filing system and records; maintain office supplies; answer telephone as required; handle mail as required.

Receive and input information on special purpose data processing equipment; type and/or prepare reports, reconcile, balance and prepare schedules, lists, forms, and related documents; proof-read, edit, and review accuracy of material; make corrections as required; research and provide information as required; keep records, distribute material, monitor and take action on information as required; assist other departmental staff in completing assignments and in performing the duties and responsibilities specific to departmental functions.

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: _____

Signature

Date: _____

Date Issued: September 1, 1983 Department: _____

Title: Data/Account Clerk III Level: VI

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures, electronic office equipment and business machines; ability to perform basic arithmetic calculations; ability to utilize software programs; accurate speller; two years experience in related work, or two years formal training related to position.

Department Head Signature

Date

Date Issued: July 10, 1994

Department: Business Office

Title: Data/Account Clerk III

Level: VI

JOB QUALIFICATIONS

Graduation from high school; two years of formal training related to the position and two years of experience in a variety of office work activities or equivalent. Typing proficiency - minimum of 40 words per minute; knowledge of office procedures; knowledge of electronic office equipment and business machines; ability to perform basic arithmetic calculations; accurate speller; ability to utilize word processing and software programs; prior experience in a business office setting; knowledge of 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 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 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