

# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation NEHU
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Date Issued: August 3, 2009 Department: Upward Bound

Title: Data/Account Clerk IV Level: VII

### FUNCTION

To provide the necessary clerical, accounting, and computer skills in input, filing and retrieval of data 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. Coordinate technology, collect, enter, maintain databases, and evaluate data for various reports and documents required to maintain the Upward Bound grant.

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; process 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.

Produce program newsletters. Oversee tutors and students and schedule the work times and places (potentially off campus sites). Supervise project participants, typically in study environments, and occasionally may be required to tutor program participants. Responsible for check requests for participants, submission of purchase orders, maintaining program laptops and desk top computers (with assistance from IT), process time sheets, maintain petty cash, process payroll authorizations and termination forms, setting up computers and projection equipment for presentations, scanning documents and then transmit by e-mail or fax.

**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.**

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Maintain regular interaction with campus departments and target school personnel, program participants and parents.

Perform related duties as assigned.

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 multiple software programs; accurate speller; two years experience in related work, or two years formal training related to position. Significant expertise with computers and other technology required. Strong organizational skills and communication (both oral and written) skills are required. Experience in a higher education setting is highly desirable. Familiarity with Banner software program is desirable. To participate with the Upward Bound grant, the incumbent must not have a history of criminal convictions.

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. Must have use of fine motor skills and dexterity to type and input computer information and for use of other business machines. Must have 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. Occasional moving of boxes weighing up to 40 pounds from vehicles into buildings and back, sometimes involving the use of stairs. Must possess a valid driver's license and be able to travel periodically to off-campus work sites.

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Department Head Signature

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Date

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