



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: September 1, 1984 Department: _____

Title: Special Clerk I Level: VI

FUNCTION

To provide the necessary clerical skills in support of a specialized activity specific to the function of the department, following standard operating procedures.

SOURCE OF SUPERVISION

Immediate supervisor, director or department head.

DIRECTION EXERCISED

Directs work of assigned student help in routine clerical functions.

DUTIES AND RESPONSIBILITIES

Type documents, correspondence and other related materials; maintain filing system and office supplies; handle mail as required; answer and make phone calls; schedule and make appointments; operate various office machines; prepare timesheets and run errands as required.

Collect and organize data for specific departmental use; compile and maintain records specific to departmental functions; receive and distribute information; update, edit and verify information; process transactions; assist in resolving conflicts and problems related to departmental activities; assist with scheduling and arranging activities of the department; initiate or monitor specialized activities of department; compile statistics and make reports; tabulate and disseminate information and publications.

Act as receptionist; maintain and perform departmental inventory; assist the public and/or customers; prepare invoices, receive and verify shipments, record and prepare material for use; perform accounting functions; 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

Date Issued: September 1, 1984 Department: _____

Title: Special Clerk I 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, knowledge of grammar; two years experience in related work, or two years formal training related to position.

Department Head Signature

Date

Date Issued: _____ Department: Counseling Center

Title: Special Clerk I 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; word processing/computer proficiency; familiarity with spreadsheet programs to perform accounting functions; knowledge of computer software and hardware operation; ability to utilize software programs; accurate speller, knowledge of grammar; two years experience in related work, or two years formal training related to position.

Must also be willing to receive training/certification in testing procedures to maintain status of LSSU's National Testing Center and the integrity of all career/academic testing procedures.

PHYSICAL DEMANDS

Occasionally requires climbing stairs, reaching, kneeling, bending, stooping, pushing and pulling. Use of fine motor skills for typing and computer input; ability to concentrate on computer screen 25% of time. Gross motor skills for filing and handling paperwork. Ability to read and understand, to see, hear and speak clearly with or without aids and to communicate with a variety of audiences. Ability to understand and work with numbers.

Department Head Signature

Date

Date Issued: June 21, 1993

Department: Library/A-V

Title: Special Clerk I

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, knowledge of grammar; two years experience in related work, or two years formal training related to position; some knowledge or experience working with audio-visual equipment.

PHYSICAL DEMANDS

Use of fine motor skills for typing and computer input; use of gross motor skills for operation of audio-visual equipment, moving equipment, filing, and operation of other office equipment; ability to lift objects up to 20 lbs weight. Ability to communicate, speak, hear, read, see, normal use of phone, understand written and spoken word and work with numbers, with or without the use of aids.

Department Head Signature

Date