



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: September 1, 1983

Department: _____

Title: Typist/Clerk III

Level: v

FUNCTION

To provide clerical and typing support in the performance of varied office tasks specific to departmental functions.

SOURCE OF SUPERVISION

Immediate supervisor, department head, or director; may receive direction from workers in higher classification levels.

DIRECTION EXERCISED

May direct work of assigned student helpers in routine clerical functions and assignments.

DUTIES AND RESPONSIBILITIES

Type correspondence, form letters, requisitions, lists, tables, reports, and other materials specific to departmental functions; handle, distribute and dispatch mail; coordinate bulk mailings; act as receptionist and answer telephone; maintain filing system and office supply inventory; maintain office machines; operate basic office equipment; provide information to visitors.

Record information systematically; make routine computations; collect, record and prepare information for reports; tabulate cumulative data; provide input data for computer records; coordinate flow of information to and from various departments; maintain current departmental records.

Make appointments and maintain appointment calendar for department staff; maintain cash flow records; maintain and monitor petty cash fund; coordinate activities of student helpers and lower classifications in accomplishing departmental objectives.

Perform assignments specific to departmental functions, providing information, checking and verifying records, preparing documents, verifying and providing information and records to other departments and outside agencies as required; assist supervisors with assignments specific to departmental functions; operate word processing equipment as required.

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: Typist/Clerk III Level: V

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures and business machines; knowledge of electronic office machines; ability to perform basic arithmetic calculations; ability to utilize software programs; accuracy in spelling; one year experience in office work.

Department Head Signature

Date

Date Issued: May 4, 1995

Department: Housing Office

Title: Typist/Clerk III

Level: V

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of electronic office equipment and business machines; ability to perform basic arithmetic calculations; an accurate speller, knowledge of grammar; ability to utilize software programs; one year experience working with the public in an office environment.

DUTIES

Maintain residence hall student records; maintain work order system and billing for damages; handle, distribute and dispatch student mail; answer and place phone calls and relay messages, write and type documents; input data into computer; compile, prepare, print and distribute reports; maintain cleaning and office supplies inventories, ordering and disbursement; provide information on policies, procedures and facilities; maintain refrigerator and linen rentals, collect fees, responsible for summer student and student guest housing records and collection of rent; operate and maintain office equipment, responsible for large amounts of cash and checks, make deposits and maintain cash drawer; coordinate activities of student employees; responsible for the physical environment of the Housing Office; assist with room inspections.

PHYSICAL AND MENTAL DEMANDS

Constant interruptions. Movement up and down from desk to counter to back room for packages, supplies, mail, linen, etc. Ability to lift buckets of mail, packages, linen, mini-fridges, draperies, etc. over head through window eight feet from floor and receive buckets of mail, large bags of packages, large boxes and linen, through window over head. Ability to haul mailbags to other residence halls and deliver the mail. Ability to handle many things at one time. Ability to go up and down stairs to do inspections of student residence facilities. Ability to read and understand, to see, hear and speak clearly with or without aids to communicate with students, parents, guests and other University personnel. Ability to remember and relate policies and procedures. Ability to handle upset or irate students and/or parents.

Department Head Signature

Date

Date Issued: July 25, 1990

Department: Public Services - Library

Title: Typist/Clerk III

Level: V

JOB QUALIFICATIONS

Graduation from high school; keyboard proficiency - minimum of 40 words per minute; knowledge of office procedures and business machines; knowledge of electronic office machines; ability to perform basic arithmetic calculations; ability to utilize software programs; accuracy in spelling; one year experience working with the public in an office environment.

Department Head Signature

Date

Date Issued: October 28, 1994

Department: Native American Center

Title: Typist/Clerk III

Level: V

JOB QUALIFICATIONS

Graduation from high school; typing proficiency - minimum of 40 words per minute; knowledge of office procedures and business machines; knowledge of electronic office machines; ability to perform basic arithmetic calculations; ability to utilize software programs; accuracy in spelling; one year experience working with the public in an office environment.

PHYSICAL DEMANDS

Seated all day; occasional 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 making labels. Ability to read and understand, to see, hear and speak clearly with or without aids and to communicate with students.

Department Head Signature

Date

Date Issued: June 19, 1995

Department: Registrar/Scheduling

Title: Typist/Clerk III

Level: V

JOB QUALIFICATIONS

Graduation from high school; computer knowledge, knowledge of office equipment; ability to perform basic arithmetic calculations; ability to complete forms, knowledge of or willingness to learn software programs, ability to use SIS system; at least one year experience working in a Registrar/Scheduling Office setting preferred. This experience can include student employment.

DUTIES

Receptionist, maintain transcript records - mailing, billing, holds, etc; filing, helps in processing late adds, curriculum changes, deferment forms, OSAP Loan applications, guest applications, loan and insurance certifications, I-20 verifications for part-time students, assist with mailings, open and distribute mail, schedule students, work with other office staff on projects as needed.

PHYSICAL AND MENTAL DEMANDS

Constant interruptions. Movement up and down from desk to records room in main office as well as the other end of the building, to the copier, etc. Occasional bending, stooping, pushing, and pulling required. Climbing stairs required on an occasional basis to retrieve records. Ability to read and understand, to see, hear and speak clearly with or without aids, to communicate with students, parents, and other University personnel, ability to remember and relate policies and procedures. Ability to handle upset or irate students and/or parents and staff. Use of fine motor skills for computer input. Use of gross motor skills for filing and handling paperwork.

Department Head Signature

Date