



Position Title:	Clerk III		
Reports To:	Administrative Supervisor		
Department:	Admissions & Registration	Job Code:	4103
Prepared By/Date:	Carol Flynn/05-2006	Job Group:	SNE
Approved By/Date:	Armando Ferrer/05-2006	Salary Grade:	8
Revised:	Jennifer C. Brito/4-29-2009	FLSA Status:	Non-Exempt

Summary:

This is supervisory clerical work or independent clerical work of comparable responsibility. May function as an office manager, supervising a moderate size clerical staff. Duties may also include student admissions, registration, or records activities, bookkeeping, some accounting responsibilities, and/or statistical research.

Essential Duties and Responsibilities:

- Assists students and public on more complex interpretation and explanation of college policy, procedures, state rules, and statutes.
- Supports processing dual enrollment applications and registrations.
- Troubleshoots and assists students with problems or questions about web registration, MyMDC Account management, Internet resources for student information, and printing of their schedules.
- Processes fee and other exemptions.
- Responsible for processing appeals and petitions.
- Responsible for updating academic records.
- Reviews and uses independent judgment to determine authenticity of documents provided such as immigration documents, foreign and domestic high school records, and documents to support residency-for-tuition-purposes.
- Responsible for accurate processing of related admissions, registration, and records requests.
- Some staff in this grade may be assigned specialized duties in Veterans Certification or class scheduling.
- Interacts with other College departments and outside agencies in regards to assigned functions.
- Supervises a small or moderate size clerical staff, which may be engaged in diversified duties.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of word processing, spreadsheets, and database software applications and office equipment (i.e., photocopier, printer, fax machine, calculator).
- Knowledge of office practices and procedures.
- Knowledge of College policy, procedure, state rules, and statutes.
- Excellent communication and customer service skills.
- Excellent computer keyboarding skills.
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manual.
- Ability to write routine reports and correspondence.

- Ability to make arithmetical calculations such as addition, subtraction, multiplication, and division.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent.
- Three (3) years experience in clerical work; including or supplemented by college courses in business practices or any equivalent combination of experience and training.
- Required to work overtime during peak registration period which will include evenings and/or weekends

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name