



<b>Position Title:</b>	Clerk III		
<b>Reports To:</b>	Administrative Supervisor		
<b>Department:</b>	Financial Aid Services	<b>Job Code:</b>	4103
<b>Prepared By/Date:</b>	Carol Flynn/05-2006	<b>Job Group:</b>	SNE
<b>Approved By/Date:</b>	Ana Sarasti/05-2006	<b>Salary Grade:</b>	8
<b>Revised:</b>	Jennifer C. Brito/4-29-2009	<b>FLSA Status:</b>	Non-Exempt

### **Summary:**

This is supervisory clerical work or independent clerical work of comparable responsibility. Assists the Director with the secretarial duties of the Financial Aid Office and provides assistance in the student support areas.

### **Essential Duties and Responsibilities:**

- Plans, schedules, and coordinates the activities of the part-timers and student assistants to ensure appropriate office coverage and timely completion of work schedules.
- Trains part-timers and student assistants to ensure consistency and compliance with federal, state, institutional and office procedures.
- Maintains attendance and payroll records for part-time staff and student assistants.
- Prepares requests for purchase of supplies, materials, equipment and places work orders.
- Maintains office area in a safe, clean and orderly condition.
- Maintains calendar record for the director.
- Ensures that all forms relevant to the processing of financial aid are created, maintained, and kept in adequate supply.
- Creates and revises financial aid posters at the Director's request.
- Assists at the front counter and responds to telephone and electronic inquiries.
- Verifies correctness of information and proofs data for accuracy.
- Interprets policies and procedures as established by the Director.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of pertinent College policies and procedures.
- Knowledge of word processing and computer software including: Excel, Microsoft Word, and Windows.
- Knowledge of business English, spelling, grammar and organizational responsibilities
- Must have good interpersonal skills and be able to work well with co-workers, supervisor, students, college community and the public
- Ability to plan, assign and supervise work of subordinates
- Ability to speak effectively before groups of students or employees
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to meet and deal effectively with the public, and to use tact and good judgment.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and 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.

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name