



<b>Position Title:</b>	Clerk Senior	<b>Job Code:</b>	4109
<b>Reports To:</b>	Campus Registrar	<b>Job Group:</b>	SNE
<b>Department:</b>	Admissions & Registration	<b>Salary Grade:</b>	10
<b>Prepared By/Date:</b>	Carol Flynn/06-2006	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Armando Ferrer/06-2006		
<b>Revised:</b>	Jennifer C. Brito/4-30-2009		

### **Summary:**

This is advanced and complex clerical work involving administrative responsibility. Supervises a moderate to large clerical staff and performs responsible clerical duties for a major administrative department.

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

- Supervises the clerical operations of a major department and assists the administrator in performing department functions.
- Manages general office operations and maintains filing systems.
- By using independent judgment, supports activities in the admissions or registration operations to assist in the delivery of services.
- Maintains attendance and payroll records and corresponding filing systems for all employees.
- Supervises unit budget control purchases including equipment and supply inventories.
- Prepares and processes correspondence and operational reports and other records.
- Plans, assigns and supervises the work of part-time and student assistants, and assists with the supervision of office personnel.
- Conducts research and report generation using web resources.
- Troubleshoots and assists students with problems or questions about web registration, MyMDC Account management, Internet resources for student information, and printing of their schedules.
- Assists in training new employees.
- Interviews part-time employee and student assistant applicants and recommends employment action.
- Assists with special projects and assists with appointment calendars.
- Performs related duties as required.

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

- Knowledge of the principles of office management, practices, procedures, equipment and operational requirements of the department to which assigned.
- Knowledge of college policy, procedure, state rules, and statutes.
- Knowledge of word-processing and computer software including Excel, Microsoft Word, and Windows.
- Excellent communication and customer service skills.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to carry out supervisory responsibilities in accordance with the College's policies and

applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- 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 moderate.

**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.

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.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible related clerical work including supervisory experience; or equivalent combination of experience and education.
- Proficiency in Microsoft Office Suite programs required.
- 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