



**Position Title:** Part-Time Clerk  
**Job Code:** 8300-00E  
**Reports To:** Office Supervisor

**Grade:** C1  
**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Clerk performs clerical and administrative support duties.

**Duties & Responsibilities:**

- Files, answers phones, sorts incoming mail and delivers outgoing mail
- Prepares and processes all necessary forms, including Request for Personnel Action, equipment requisitions and mileage reimbursements
- Types correspondence and reports for the Department
- Maintains files and supports the individual requisition
- Assists with coordination of special events
- Performs other duties as assigned

**Essential Personnel:**

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

- High School diploma required
- Proficient in Microsoft Office
- Experience in clerical work
- Must be able to communicate effectively

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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