



Position Title: Part-Time Clerk

Job Code: 8300-00E

Grade: C1

Reports To: Administrative Assistant to the Vice Provost of HR

FLSA: Non-Exempt

Job Description:

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

Duties & Responsibilities:

- Greets all visitors and responds to their inquiries
- Files, answers phones, sorts incoming mail and delivers outgoing mail
- Prepares electronic financial documentation such as Disbursement Requests and Dept. Requisitions.
- Prepares and processes all necessary forms, including equipment requisitions and mileage reimbursements
- Acts as ImageNow scanner
- Types correspondence and reports for the Department
- Maintains Finance records by filing documentation and updating all logs
- 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