



**Position Title:** Part-Time Quick Job Clerk  
**Job Code:** 8300-00E  
**Reports To:** Coordinator, Minor Construction

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

**Job Description:**

The Part-Time Quick Job Clerk provides clerical assistance to the Coordinator, Minor Construction and Senior Fiscal Manager. This individual performs advanced clerical work including compilation and processing of technical financial information, and an understanding and knowledge of College policies and procedures.

**Duties & Responsibilities:**

- Maintains records and assembles and organize data
- Prepares financial documents and reports, such as financial project status and tracking reports, notices-to-proceed on accepted proposals.
- Assists in the record-keeping of numerous accounts, invoice payments and open accounts related to the purchase of construction materials
- Maintains and updates reconciliation reports on construction contractors and provides financial clerical support to field employees
- 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 and one (1) experience in responsible clerical work, preferably in facilities management and/or an educational setting; college level courses in business administration or related area; or the equivalent in experience and training
- Excellent oral and written communication skills
- Ability to perform multiple tasks
- Computer skills in the operation of word processing, database and spreadsheet software highly desired
- Good analytical judgment and detail-oriented skills preferred
- Must be able to meet deadlines, work independently, resolve problems and make decisions in accordance with departmental policies and procedures
- Ability to work and communicate in a multi-ethnic/multicultural environment

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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