



<b>Position Title:</b>	Part-Time Clerk	<b>Job Code:</b>	8300
<b>Reports To:</b>	Office Supervisor	<b>Job Group:</b>	Class-R
<b>Department:</b>	College-wide	<b>Salary Grade:</b>	C1
<b>Prepared By/Date:</b>	Jennifer Brito/06-11-2010	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	College-wide		
<b>Revised:</b>	Donna French/10-04-2011		

**Summary:**

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

**Essential Duties and 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 for students, faculty, and staff
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Proficiency in Microsoft Office applications
- Ability to communicate clearly and effectively
- Ability to consistently provide a friendly and positive disposition
- Possess basic office environment clerical filing, typing, and reporting skills
- Ability to work well 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 stand 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 walk and sit.

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 and three (3) months of related clerical work experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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