



Position Title: Part-Time Clerk - Risk Management

Job Code: 8300

Reports To: Office Supervisor

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Clerk performs basic clerical and administrative support duties in the Risk Management Department

Duties & Responsibilities:

- Prepares and processes all necessary general liability/ Worker's Compensation accident reports.
- Assists in logging disbursement requisitions and Driver's Search Requests.
- Contacts Campus Security Offices to obtain information concerning accident/incident reports filed that are incomplete or contains incorrect information.
- Files, answers phones, sorts incoming mail and delivers outgoing mail
- Picks up and distributes mail for the Departmental personnel.
- Monitors and maintains files and supports the Department with clerical functions, such as photo copying and faxing.
- Types correspondence and reports for the Department.
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- High School diploma and one (1) year of clerical experience.
- Must be bilingual
- Must be proficient in Microsoft Office applications
- Must be able to communicate effectively

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name