



**Position Title:** Part-Time Clerk- School of Education Early Childhood

**Job Code:** 8300

**Reports To:** Department Chair

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

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

**Duties & Responsibilities:**

- Answers phones, files, 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:**

Non-essential

**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