



Job Specification

Job Title: Clerk IV
BCAT Code: 510X BL
Pay Grade: G07

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Provides advanced level clerical duties for a college, office or department.

Examples of Duties

- Establishes and maintains computer and physical files of various records, correspondence and other documents, including purging old files.
- Writes, types or enters information into computer to prepare correspondence and other documents, copying information from one file to another; proofreads documents for accuracy.
- Coordinates and prioritize work assignments for lower level clerks; may train lower level clerks.
- Prepares materials for distribution such as assembling information, stuffing envelopes and mass mailings.
- Performs light typing assignments such as typing general correspondence and meeting minutes.
- Assists in coordinating workshops and special projects and maintains calendar of events.
- Performs back up receptionist duties as needed.
- Assists public by providing general information by telephone, mail or in person.
- Makes suggestions on improving work processes.
- Operates office equipment such as copiers, fax machines, etc., to complete assignments.
- Enters data from questionnaires and surveys into computer system.
- Delivers documents and packages to various campus locations as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of basic office equipment operation.
- Considerable knowledge of general office policies and procedures.
- Knowledge of basic computer operation and software.
- Knowledge of Business English grammar, spelling and punctuation in order to compose simple correspondence.
- Effective organizational, time management, and proofreading skills.
- Basic supervisory skills necessary to perform as a team leader.
- Ability to prioritize work assignments and work under general supervision.
- Ability to communicate effectively orally and in writing.

Minimum GSU Hiring Standards

High school diploma or GED and two years office or general clerical experience. Typing may be required for some positions (30 wpm).

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.