



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Clerk Occupation

CLASSIFICATION CODE/PAY GRADE:

12112/07

BARGAINING UNIT:

TBD: ACE/Intermittent

Clerk

SERIES PURPOSE: The purpose of the Clerk occupation is to support administrators and/or professionals by performing clerical tasks to ensure delivery of products or services of the work unit on a routine basis.

CLASS CONCEPT: The class works under general supervision and requires working knowledge of clerical systems and procedures in order to perform general clerical tasks involving several variables; incumbents are free to make some work procedural decisions which do not contravene policies.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Performs general clerical tasks; incumbents are free to make some work procedural decisions which do not contravene policies. Processes financial and/or budgetary statements, purchase orders and/or billings; logs, checks, and/or computes totals and/or makes changes in filed data by adding, adjusting, and/or deleting materials; researches files for data or information requested; makes corrections to filed data; logs and codes data; maintains files by purging, consolidating, or creating files; provides preliminary contact with public; provides information; completes routine forms; maintains accurate records.

Performs basic, repetitive clerical tasks; retrieves, opens, stamps, sorts, distributes, and/or sends mail; counts, alphabetizes, separates, collates, codes, sorts, logs, staples and/or stuffs mail, forms, correspondence, and/or filed information; files correspondence, reports, records, cards, documents, or other materials.

Retrieves files for requested information or materials; makes minor additions, deletions, and adjustments to filed information or other materials; retrieves and distributes materials; addresses mail; makes photocopies; greets visitors, answers telephone, takes messages, and/or refers calls.

Other Functions and Responsibilities: Assists with training new hires.

Effective 08/27/2023

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: regulations, policies, and procedures*; basic mathematic principles; office practices and procedures; public relations.

Skill in: use of computer, calculator, and/or adding machine.

Ability to: deal with problems involving several variables within familiar context; read, copy, and record figures; read short sentences with concrete vocabulary; copy records precisely without error; arrange items in numerical or alphabetical order; sort items into categories according to established methods; code items from one symbolic form to another; check pairs of items that are similar or dissimilar; sort mail; assess questions and provide appropriate information or referral; cooperate with co-workers on group projects.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; two years of experience in office practices and procedures and/or public relations.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable