



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

Clerk Occupation

**CLASSIFICATION CODE/PAY GRADE:**

92111/99

**BARGAINING UNIT:**

N/A - Intermittent

**Clerk 1 (Intermittent)**

**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 immediate supervision and requires some knowledge of clerical systems and procedures in order to perform basic repetitive clerical tasks involving few variables; incumbents are not free to make work procedural decisions.

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

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.

Performs other related duties as assigned.

**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

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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; one year 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