

INTERMEDIATE CLERK

NATURE OF WORK

This is moderately difficult and varied clerical work, which may involve minor supervisory responsibility.

Employees in this class are responsible for the performance of moderately difficult and varied clerical work requiring the use of independent judgement to make decisions in accordance with established rules and procedures. The variety and difficulty of the work differs among positions. Where work is more repetitive, there is an added degree of responsibility for finality of action. Employees work under close supervision while learning the more difficult phases of work, but thereafter, detailed instructions are received only on changes in procedures and on unusually difficult matters. Work of this class will normally involve the application of software packages such as Microsoft Office. Supervision may be exercised over a small number of temporary or part-time employees working on routine details. Work is reviewed by internal checks or observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains the general filing system for a high volume, major administrative department; processes purchase orders and maintains inventory levels of office supplies.

Assists in the processing of the University payroll; maintaining files by personnel and type, department, and tax exemptions.

Provides transfer of information through the use of fax machine, internal and external mail and couriers.

Delivers internal mail to faculty and staff.

Liaises with security and building maintenance staff as required.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in general clerical work; graduation from high school, including or supplemented by courses in business education; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of Microsoft Office and other standard office software.

Knowledge of business English, spelling, and commercial arithmetic.

Some knowledge of office equipment, practices, and procedures.

Ability to maintain complex clerical records and prepare reports from such records.

Ability to make decisions in accordance with regulations and established policies.

Ability to make relatively complex arithmetical computations rapidly and accurately.

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

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