

Classification Specification: Clerical Specialist

Classification Number: 12113 Pay Grade:
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

Position Summary

Performs specialized clerical tasks. Maintains records and provides customer service. Gathers, organizes, computes, and cross-references data. Establishes and follows a variety of procedures.

Essential/Primary Duties

- Answers office calls and provides general information, takes messages or redirects callers as appropriate. May also monitor office e-mail account and greet visitors.
- Provides specialized clerical support, including gathering, organizing, computing and cross-referencing data and information.
- Opens and distributes mail. May maintain files, update database records, create reports and conduct comparisons.
- Provides assistance to other office areas as needed.

Experience and Education

Experience

- Six months related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to operate computers and peripheral equipment such as printers

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

To other staff

Part-Time

None

Responsibility for Student Workers

May provide work direction and may select, hire, schedule and provide formal feedback.