Classification Specification:  
Clerical Specialist

Classification Number: 12113  
Pay Grade: 24  
Effective Date: 09/27/2013  
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

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<th>Full-Time</th>
<th>Part-Time</th>
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Providing Direction

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<thead>
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<th>Full-Time</th>
<th>Part-Time</th>
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<tr>
<td>To other staff</td>
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Responsibility for Student Workers

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