

**JOB TITLE:** Office Clerk – Math, Engineering, Science

**DEPARTMENT:** Instruction

**LOCATION:** Union Campus

**REPORTS TO:** Dean of Instruction

**FLSA:** Non-Exempt

**LEVEL:** 102

**DATE:** 2/26/18, 2/04/2012

**POSITION SUMMARY:** Responsible for performing a variety of office tasks which provide clerical support to the assigned division.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* High School Diploma or GED and 6 months clerical/secretarial experience.

**ESSENTIAL TASKS:** *(Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.)*

- Respond to and direct inquiries made in person and by telephone.
- Maintain inventories & records, including book adoptions.
- Perform typing, word processing, or data entry tasks involving preparation of letters, reports, and forms.
- Process incoming & outgoing mail.
- Duplicate, collate, sort, and/or alphabetize materials.
- File documents & maintain filing system.
- Prepare and distribute Division meeting minutes.
- Coordinate meetings, appointment schedules or event calendars.
- Notify appropriate departments of equipment malfunctions.
- Order office supplies.
- Contact students regarding class cancellations and changes in course offerings as directed by the Office of Instruction.
- Assist math department with editing, updating and distributing departmental midterms and finals.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Typing, word processing, and proofreading skills. Knowledge of basic office equipment and procedures. Knowledge of basic recordkeeping and filing techniques. Knowledge of proper telephone techniques. Excellent communication and customer service skills. Knowledge of the Family Educational Rights and Privacy Act (FERPA). Ability to work with minimal supervision. Ability to organize, multi-task, perform under pressure and complete projects with time deadlines. Basic computer skills. Ability to work accurately and efficiently. Ability to establish and maintain cooperative working relationships with other employees.

**LEADERSHIP and COMMUNICATION SKILLS:**

Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures. Communicate using routine sentences; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

**DECISION-MAKING and ANALYTICAL SKILLS:**

Perform clerical or manual duties. Adhere to college and department policies, procedures, and practices. Perform job duties in a safe and efficient manner.

**EQUIPMENT/SOFTWARE:** Use office machines such as telephones, fax machines, copiers or calculators. Use computers for data entry; Microsoft Office (Excel, Word, Outlook). Use of ECC required software for student management, budget monitoring and ordering/accounts payable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends;

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, climb stairs and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

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