

Job Title: General Office Clerk III - Grade 7

Reports to: Administrative Assistant, CWA Staff

Narrative:

Performs general office duties thereby relieving immediate supervisor of clerical functions. Will generally work in a one-on-one relationship, but may also report to another staff.

- Performs a wide range of clerical /administrative functions which are auxiliary to the work of the supervisor and which do not require a technical knowledge in a specialized area.
- Pace of work is moderate and even. Deadlines are common but generally predictable.
- Duties are generally diverse although most are relatively simple.
- Work involves the application of standard practices. Frequent decisions are required, although decisions are routine and are generally limited to choices among clearly defined pre-existing alternatives. Most tasks are performed according to specific guidelines. Decisions in complicated or specialized situations are referred to supervisor.

Duties and Responsibilities:

- Answers telephone, takes messages or refers calls to appropriate department.
- Handles incoming and outgoing mail.
- Arranges and maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to summarize data, check reports, records and other data for accuracy.
- May be asked to read reports and summarize information to facilitate review by supervisor. Handles routine administrative details independently.
- May be required to keep calendars, schedule appointments and administrative unit meetings.
- May be required to order supplies for department with approval.

- Operates routine office equipment including computer, label maker, copier and FAX.
- Performs other miscellaneous general office duties as required, some of which may require independent judgment.
- May be required to travel.

Qualifications:

- Typing – minimum speed - 40 words per minute
- Working knowledge of Microsoft Windows, Word, Excel or comparable database software and GroupWise email system
- Ability to learn new software and computer equipment as required by supervisor or as technology changes
- Good communication, listening skills and attention to detail
- Must have the ability to handle multiple tasks simultaneously

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include both close and distance vision.

Human Resources Director

Chief Steward, OPEIU Local 2

Date

Date