

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31202
Job Class Code:	020	Salary Schedule:	AREG
EEO Category:	06	Grade:	07
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Clerical Series

JOB CODE TITLE: CLERICAL ASSISTANT

HRIS TITLE: CLERICAL ASST

CHARACTERISTICS OF THE CLASS: Reports to a Secretary or Administrative Secretary. No major decision-making authority. Performs basic clerical or office work of a routine/repetitive nature according to specific instructions or procedures. May operate copying machine and other office equipment. Has little or no contact with persons outside the immediate work unit. Work product consists of accurate completion of simple document checking, copying, mail sorting/distribution, simple data coding/recording, assigned filing, and limited typing assignments. Responsible for providing prompt, responsive clerical support to higher-level clerical and office personnel; for assigned task completion under direct supervision.

EXAMPLES OF DUTIES: Arranges and files material alphabetically, chronologically, numerically, and by other criteria. Locates and extracts material from files when requested. Does simple coding of materials and routine posting. Checks documents for accuracy and completeness of specific entries. Sorts materials for distribution. Records data of a standardized nature when proper entry has been specified. Performs duties of copier operator or mail clerk, as required. May operate a typewriter to a limited extent. Performs related work as required.

WORK CONDITIONS: Duties may require infrequent to frequent lifting of boxes of files to retrieve/refile work -related products.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: office machine operation; clerical/office procedures; filing systems; basic mathematics; English usage and spelling.

Ability to: check documents for accuracy and completeness of specific entries; record simple data; do routine coding and posting; copy, sort, distribute and file documents.

Skill in: typing.

SPECIAL SELECTION FACTOR: May require ability to pass a post-offer physical exam.