

AgriLife Position Description

Last Updated: 9/6/07

0002
CLERK I
11/01/01

SUMMARY

General Description: Performs clerical tasks that follow well-established procedures requiring limited judgment.

DUTIES

Typical: Posts and maintains files; writes and posts receipts of supplies received and issued; compiles and tabulates data; stamps, sorts, and delivers mail; receives, routes, places, and records interoffice, local, and long distance calls; operates standard office equipment; acts as receptionist and answers routine questions; prepares correspondence, reports, requisitions, or other materials on typewriter, word processor, or microcomputer; proofreads work; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: None.

Preferred: One year in general clerical work.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.

Preferred: Certified Professional Secretary (CPS) certification.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Keyboarding skills. Ability to use standard office equipment and personal computers.