

AgriLife Position Description

Last Updated: 8/29/05

0003
CLERK II
11/01/01

SUMMARY

General Description: Performs clerical tasks involving the exercise of independent judgment in work methods and procedures.

DUTIES

Typical: Establishes, posts, and maintains files; compiles, tabulates, and analyzes data and prepares charts, graphs, and tables; operates a typewriter, word processor, or microcomputer to prepare correspondence, reports, and other materials; proofreads work; checks, prepares, and processes personnel, payroll, insurance, and other forms; greets visitors; answers telephone and places local and long distance calls; operates standard office equipment; maintains and periodically reviews suspense files; performs information retrieval and data entry; may supervise other clerical employees engaged in posting, filing, sorting, checking, word processing, and computing; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.
Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.
Preferred: None.

EXPERIENCE

Required: One year in clerical and office work.
Preferred: Three years in clerical and office 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.