

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Clerk III

lass Code: 1053

Pay Grade: 508

GENERAL CLASS DESCRIPTION:

Under general supervision, performs and coordinates clerical work such as examining and evaluating data according to established guidelines requiring a knowledge of both assigned and related work areas. Duties may involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment. May provide functional supervision.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Examines, evaluates and verifies documents such as reports, purchase orders, payrolls, invoices, checks and vouchers, or student files for completeness and accuracy, determining conformity to established guidelines or policies, and personally follows up on discrepancies and resolves problems. Maintains appropriate files.
2. Reviews inquiries and provides information regarding policies and procedures requiring knowledge of both assigned and related work areas.
3. Prepares, compiles, and maintains records; calculates estimates or billings; and monitors, verifies, and reconciles departmental statements. Recognizes and resolves problems. May prepare cash reports and cash register edits.
4. Integrates information and may run routine queries to generate or produce reports.
5. Assigns, coordinates and reviews the work of other clerical personnel for conformance to established guidelines.
6. Composes correspondence in response to routine inquiries frequently without instruction or review.
7. Initiates and processes standardized forms related to area of assignment.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name and functional area.
2. Knowledge of institutional and unit policies, processes and forms.
3. Knowledge of proper format, grammar, spelling, punctuation and capitalization.
4. Skill in utilizing computer software packages and online systems.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to follow oral and written instructions and apply institutional and other policies accurately.
8. Ability to gather, evaluate, and display data in appropriate format and keep accurate records.
9. Ability to exercise functional supervision over employees.
10. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

Any combination of related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent to two years of full-time employment.

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REVISION EFFECTIVE: November 1, 2001