

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Clerk IV (Supervisory)

Class Code: 1054

Pay Grade: 111

GENERAL CLASS DESCRIPTION:

Under general supervision, performs and coordinates specialized work of a quasi-technical nature requiring a knowledge of a specialized subject matter. Duties may involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment. Provides administrative supervision to clerical personnel as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Researches information, prepares, reviews and analyzes documents, such as reports, applications, records etc., applicable to a specialized subject area requiring independent informational search and a knowledge of the policies and procedures of both the assigned and related work areas.
2. Creates and maintains a complex database that requires specialized subject matter knowledge. Analyzes the data to maintain the database and generate reports. Troubleshoots database problems for staff.
3. Advises staff, faculty, and others requiring interpretation of policies and regulations of specific projects or programs in assigned work area.
4. Coordinates intra unit and interunit operations and procedures and participates in regular supervisory staff meetings to discuss and assist in developing operational policies and procedures.
5. Composes correspondence requiring judgment in the application of policies and procedures in both the assigned and related work areas.
6. Interviews, recommends hiring and supervises the training of new employees; checks and evaluates the performance of subordinate personnel, makes recommendations with respect to personnel actions.

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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KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of institutional and unit policies, processes, and forms.
2. Knowledge of format and clerical procedures to arrange a variety of material from different sources in a coherent and logical manner.
3. Knowledge of grammar, spelling, punctuation, and capitalization.
4. Knowledge of and ability to apply the principles of supervision.
5. Skill in utilizing computer software packages and online systems to develop unit-specific applications.
6. Skill in operating office equipment.
7. Ability to communicate effectively with staff, students, and the public.
8. Ability to make decisions requiring interpretation and judgment.
9. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
10. Ability to gather, analyze, and display data in appropriate format and keep accurate records.
11. Ability to organize workflow and to supervise the work of others.
12. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

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

REVISION EFFECTIVE: December 13, 2010