



JOB TITLE: FINE ARTS PROGRAMS CLERK

Classification: Classified
Salary Range: 17

Retirement Type: PERS*
Board Approved: March 19, 2001

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine and general clerical duties including filing, maintaining records and answering telephones.

REPRESENTATIVE DUTIES:

Perform routine clerical duties in support of Fine Arts Division programs.

Prepare and maintain numerical and alphabetical records; file materials and update information; prepare file folders as needed.

Answer telephones and provide routine, factual information to office visitors, students, and callers.

Process and prepare simple forms related to the assignment.

Compile information from clearly indicated sources; organize data for inclusion in records and reports.

Copy and distribute bulletins, memoranda and other materials as requested.

Open, screen and route mail.

Provide assistance for "Joy of Music" registration.

Calculate totals and subtotals and maintain related records.

Provide clerical support for performance events related to education programs.

Provide clerical support as needed for off-campus classroom sites.

Perform related duties as assigned.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Modern office practices and procedures.

Basic record-keeping techniques.

Telephone techniques and etiquette.

Abilities/Skills:

Perform clerical duties such as filing, duplications, and answering telephones.

Maintain routine records.

Learn department and programs objectives and goals.

Understand and follow oral and written directions.

Use good English and spell correctly.

Make simple arithmetical computations.

Learn to operate office equipment.

Relate well with students, faculty, the public, and senior citizens.

Work flexible hours including weekends and evenings.

WORKING CONDITIONS:

Typical office setting.

Long periods of standing or sitting.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Interaction with students, staff, and the public.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.