



JOB TITLE: ADMINISTRATIVE CLERK

Classification: Classified
Salary Range: 26

Retirement Type: PERS*
Board Approved: August 16, 2021

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Administrative Clerk assists in processing and tracking a variety of office operations in support of a supervisor, department faculty, students, and/or other staff. Ensures compliance with District policies and procedures and follows office transactions through to completion.

REPRESENTATIVE DUTIES:

Tracks and maintains accuracy and compliance of data submissions, office-generated transactions, and general office operations in accordance with District policies and procedures. Ensures timely delivery, integrity of data, and departmental compliance within pre-established office protocols.

Prepares and generates a wide variety of office documents and electronic transactions for a department. Assembles and organizes data from different sources. Transcribes and/or uploads data into online systems, as needed. Ensures critical deadlines are met.

Reviews documents generated by others for accuracy. Edits content as appropriate. Proofs own work for completeness. Serves as a central hub for document workflows within an office. Follows-up with individuals to ensure errors are corrected and/or missing information is filled in. Quality checks documents on behalf of a supervisor before forwarding for approval signature.

Liaises with other District offices (e.g., Fiscal Services, Purchasing, Human Resources) to review data submissions and resolve problems and/or discrepancies. Researches transactions, follows-up with other District offices, and locates and provides support documentation as needed. Informs supervisor of document and/or data submission statuses.

Tracks payroll data, office budget lines, and other expense accounts. Reconciles office expenditures, inventory levels, invoices, reimbursements, service agreements, etc. Researches and resolves discrepancies, as needed. Prepares requisitions and related documents. Orders supplies as needed. Provides supervisor with input on ending balances and initiates budget transfers as approved by the supervisor.

Receives office visitors, ascertains pertinent information, and maintains confidentiality as appropriate. Answers phone calls and email messages. Provides information or refers inquiries to appropriate individuals. Takes and delivers messages. Schedules appointments, room reservations, meetings, and maintains calendar(s).

Uses a variety of office software programs to enter, store, process, and retrieve electronic data from department systems and District-wide systems (e.g., performance evaluations, payments

for special assignments, etc.) Reviews submitted data and follows up on workflows to ensure completion of transactions. Maintains confidentiality of data.

Establishes, organizes, and maintains department filing systems, logs, statistical data, and other records. Enters data into electronic files, databases, and/or spreadsheets, as needed.

Compiles data and prepares reports on a regular and/or ad hoc basis. Calculates, verifies, and posts information upon request. Writes supporting correspondence and other documents.

Monitors the physical organization and upkeep of office facilities and equipment. Trains and assists others in the use of office equipment. Operates and maintains office machines and may troubleshoot minor problems. Reports malfunctions, arranges for maintenance and equipment repairs, and reports hazards, as appropriate.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

High school diploma or GED and two (2) years of clerical experience in an office setting.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of general office and organizational best practices.

Knowledge of how to establish and maintain organized filing systems.

Working knowledge of standard office software programs and applications.

Experienced at utilizing online calendar or reservation programs to schedule appointments.

Abilities/Skills:

Ability to listen and demonstrate tact and patience with dissatisfied or upset individuals.

Ability to operate and maintain varied office equipment.

Ability to assemble, organize, and balance numerical data.

Ability to gather data and verify calculations.

Ability to communicate with others to gather information.

Ability to understand and apply policies and procedures.

Ability to quickly develop a working knowledge of office operations and productivity.

Skilled at using databases and other software programs.

Skilled at using, navigating, and manipulating spreadsheets.

WORKING CONDITIONS:

Office setting.

Subject to constant interruptions.

Work involving the operation of a variety of office equipment and machines.

Extended periods of time sitting in front of a computer monitor.

Extended periods of time typing on a computer keyboard.

Exchanging of information over the phone, in writing, in dictation, in person, and electronically.

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