

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Administrative Clerk		BOT Date: October 1, 1996	
Level: L	FLSA Status: Non-exempt	Class Code: N1201	Adm. Rev:

GENERAL DESCRIPTION

Performs routine office or clerical duties following established procedures.

KEY RESPONSIBILITIES		% OF TIME
1.*	Maintains organized and accurate files. Sorts and files records, mail, forms and other documents according to established filing procedures.	15%
2. *	Responds to basic inquiries or answers basic questions from students, faculty, staff or outside contacts.	15%
3. *	Proofs and/or verifies information from various sources and records.	20%
4.	Answers telephones, recording or forwarding messages as appropriate.	15%
5.	Types materials such as correspondence, reports, forms, etc. following a standard format.	10%
6.	Orders supplies and forms.	10%
7.	Assists with research, data entry, review and verification of information. Compiles and/or researches simple data for reports.	15%
8.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	High School diploma or GED required.	
Experience:	1 year prior related work experience required.	
Planning:	Plans events that are expected to occur within a few working days. The primary scope of planning activities in this position affects the unit or equivalent.	
Impact on Budget:	Incidental services indirectly related to the use or misuse of the expense or revenue of the operating budget. No impact on generating revenues or grants.	
Impact of Decisions:	Decisions and impact are normally limited to the position.	
Complexity:	Work consists of a few repetitive duties. Tasks are restricted in scope, well-defined and clearly prescribed; standard procedures guide all work.	
Decision Making:	Little, if any, independent-judgment or decision-making required. Follows standard procedures in a predefined order for each assignment.	
Problem Solving:	Work tasks are well defined with clearly stated directions and guidelines. Problems are solved by reporting them to a supervisor.	
Communications with Others:	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on non-specialized matters. External communication with others is minimal requiring ordinary tact and courtesy.	
Supervision of Others:	No responsibility or authority to supervise others	
Job-Related Knowledge:	Requires intermediate skills with knowledge of office or operational procedures. Performs basic typing/word-processing, bookkeeping, checking of records and posting of information to database/spreadsheets, following instructions. Sets up and operates various types of operational equipment or standard office machines.	
Innovation/Creativity:	Ideas contributed affect primarily the position. Opportunities for innovations are rare.	
Working Conditions/Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work is typically performed sitting at a desk, but may involve intermittent sitting, standing, stooping or bending. Occasional lifting of 25 pounds or less. Work environment involves only infrequent exposure to disagreeable elements.	