

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROJECT CLERK

BASIC FUNCTION:

Under the direction of an assigned project supervisor, for a limited term (typically less than two years), perform a variety of clerical duties involving independent judgment in support of the function and activities of a temporary project.

DISTINGUISHING CHARACTERISTICS:

The Project Clerk class is the entry-level class of the series. Incumbents perform typing and clerical duties involving some judgment in the interpretation, application or modification of existing procedures and methods within well-defined guidelines. The Senior Project Clerk provides specialized clerical support requiring a broad knowledge of an assigned program or functional area. Incumbents are typically assigned to be the sole clerical support of an entire office or functional area where use of independent judgment requires related specialized training and experience.

REPRESENTATIVE DUTIES:

Perform a variety of technical duties in support of an assigned project; file various documents, process mail, answer phones and maintain records; arrange and schedule meetings. *E*

Compile and tabulate data; compile information from various sources and prepare appropriate documents; list, summarize, classify and post data. *E*

Type a variety of materials including proposals and other documents from rough drafts; distribute as appropriate. *E*

Review work for accuracy, completeness and conformance to established procedures and project guidelines. *E*

Initiate and receive communication from District departments, personnel, community, federal or State agencies, organizations, and vendors as required. *E*

Greet clients, staff, students, outside organizations and others; provide basic project information and assistance; provide forms/documents and assist in their completion; speak and write clearly in a second designated language as assigned. *E*

Operate a variety of office machines and equipment, including facsimile, typewriter, copiers, calculators and other equipment as assigned for the project; operate computer terminals, utilizing a wide variety of related software as assigned. *E*

Assist in selecting, training and providing work direction to student workers and others.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of standard office machines and equipment.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Learn, apply and explain policies, procedures and activities related to assigned temporary project.

Perform a variety of clerical duties involving independent judgment.

Operate a variety of office machines and equipment including facsimile, typewriter, calculator, copier, word processor and computer terminal as required.

Complete assignments with minimal supervision.

Demonstrate sound judgement in carrying out duties.

Type at 45 net words per minute from clear copy.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Speak and write clearly in a second language as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including course work in office procedures and equipment and one year of general clerical experience involving a computer terminal.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class are required to possess skills in a second designated language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

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Ewing & Company

PHYSICAL ACTIVITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Hearing and speaking to exchange information on the telephone or in person.

Seeing to sort and file documents.

Sitting for extended periods of time.