

BOWIE STATE UNIVERSITY FEDERAL COLLEGE Work-Study Position Description

Title: Office Clerk I

Department: Human Resources

Department Approval By:

Date: July 23, 2019

REPORTS TO: Staff Assistant

DUTIES & RESPONSIBILITIES:

- Receives and directs incoming calls and visitors. Responds to general inquiries regarding office operations.
- Assists in maintaining records, filing systems and I-9 Forms.
- Assembles and compiles basic data according to specific instructions.
- Receives, sorts and distributes incoming materials.
- Delivers and picks up interoffice mail across campus.
- Assists with Human Resources Office projects.
- Operates office equipment such as personal computers, calculators, facsimile machines, and photocopiers.
- Provides backup support to front desk and Vice President of Administration and Finance office.
- Research and compiles data collection as directed.
- Compiling Benefits and Employment packages.
- Prepares, reviews and verifies documents for completeness, accuracy, timeliness and compliance with procedures.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Working knowledge of office practices, procedures and equipment; of grammar, spelling and punctuation. Skill in filing documents according to alphabetic and numeric sequence; and performing routine clerical tasks. Ability to independently perform specialized clerical tasks; to understand and apply departmental policies and procedures; to communicate effectively; and to follow oral and written instructions.

MINIMUM TRAINING & EXPERIENCE:

High School diploma or GED. One year in clerical work. General knowledge of and skilled in the use of word-processing equipment.