

TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR:	

Meet schedules and time lines
Work independently with little direction
Communicate effectively both orally and in writing
Determine appropriate action within clearly defined guidelines
Add, subtract, multiply and divide with speed and accuracy

Any combination equivalent to: graduation from high school and two years clerical or secretarial experience including some increasingly responsible experience in record-keeping or maintaining student records

Some incumbents in this classification may be required to speak, read and write in a designated second language.

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to view a computer monitor and read a variety of materials
Hearing and speaking to exchange information
Sitting or standing for extended periods of time
Bending at the waist or kneeling to file and retrieve materials