

# BOARD OF REGENTS STATE OF IOWA

## REGENT MERIT SYSTEM

**Class Title:** Clerk I

**Class Code:** 1051

**Pay Grade:** 503

### **GENERAL CLASS DESCRIPTION:**

Under direct supervision, performs repetitive clerical work such as posting, sorting, filing, counting, totaling items and/or recording information where work is subject to check and errors are readily detected. Duties may involve the use of personal computers, computer terminals and/or a variety of software and conventional office equipment.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Sorts and files forms, reports, and correspondence alphabetically, numerically, or by other predetermined classification.
2. Gathers, collates, classifies, and posts information according to established guidelines not requiring independent judgment in selection of materials.
3. Sorts and routes mail.
4. Checks forms, lists, questionnaires and related materials against established requirements and reports discrepancies.
5. Operates office equipment such as computers, copiers, calculators and/or facsimile machines.
6. Answers the telephone and refers questions to appropriate persons, as required.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

**Class Title:** Clerk I

**Class Code:** 1051

**Pay Grade:** 503

**KNOWLEDGES, SKILLS, AND ABILITIES:**

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area.
2. Skill in operating office equipment.
3. Ability to learn to operate a personal computer or online systems and related software.
4. Ability to communicate effectively with staff, students, and the public.
5. Ability to follow oral and written instructions accurately.
6. Ability to learn and perform clerical procedures.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Ability to read, write and follow instructions.

**REVISION EFFECTIVE:**

**January 2, 2002**