



USF Job Class Description
JOB CODE: 2202
JOB TITLE: Administrative Clerk
PAY PLAN: 23
CAREER BAND: A
FLSA: Non-Exempt
CBU : 31
Effective 03/23/2007

Job Title: Administrative Clerk

Job Summary

An Administrative Clerk performs entry level office and clerical work to support a department, institute, center, academic area, or program.

Nature of Work

This position can report to many different roles at USF due to the general need for basic clerical support, but should not report to a peer level position. The primary focus of this position is performing a variety of general office clerk and data entry duties. This work is performed under direct supervision following established instructions and procedures. The responsibilities of this position can be learned through on the job training. This is a non-supervisory position, but may assist in assigning work to student or temporary workers.

Examples of Duties

- Receives, opens, date stamps, and sorts departmental mail. Delivers mail to appropriate recipients. Prepares mail for pick-up and keeps mailing supplies stocked.
- Prepares items for mailing or shipping.
- Performs courier services and makes deliveries.
- Files documents, and prepares files, folders and labels.
- Composes routine correspondence and forms. Proofreads correspondence and reports for spelling, punctuation, and grammar errors.
- Performs basic data entry duties into computer systems.
- Barcodes documents and other items as required.
- Receives, scans and/or faxes documents.
- Makes copies on standard office or high volume copiers. Assembles basic, moderate, and complex copy projects. May use binding, folding, stuffing or stapling equipment.
- Maintains office supplies and keeps an inventory of materials and supplies.
- Answers phones and takes messages. Greets visitors and refers them to appropriate individuals. May notify staff of urgent needs via two-way radio or other device.
- Performs "call center" responsibilities for a department, handling and fulfilling routine inquiries for information, publications, forms, etc.
- Schedules and sets up simple events, staff meetings and appointments.
- Posts notices on and maintains office bulletin boards.
- May run a variety of errands for the department as needed.
- Performs related duties as required within the Clerk's scope of work.

Minimum Qualification Requirements

This position requires a high school diploma, or equivalent, with one year of general office experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

Special Working Conditions

This position may be required to stand for long periods of time, and may require kneeling, stooping, bending, or light lifting (up to 25 lbs.).