

approved

STUDENT LABOR POSITION DESCRIPTION

Woodcraft

Most Recently Updated 03/05/99

Position Title: Clerk Typist/Office & Clerical
Must work 10 hrs/wk

I. Grade Level: 2

II. Description:

A. The following are the essential duties for a Clerk Typist in the Woodcraft Department:

1. Type memos and letters.
2. Log job hours, etc.
3. Run errands and check mail daily.
4. See that the workplace and environment are clean.
5. Perform other job-related duties as assigned.

B. The following are possible additional duties for this position:
None beyond those described as essential above.

III. Learning Opportunities:

- A.** Basic office procedures.
- B.** Compiling data.

IV. Basic Qualifications:

- A.** General: Promptness, dependability.
- B.** Skill: General office skills, pleasant phone personality.
- C.** Physical: None.
- D.** Academic: None.

V. Desirable Qualifications:

- A.** Knowledge of office procedures.
- B.** Accurate in financial transactions.
- C.** Efficient in record keeping.
- D.** Able to work 2 hours daily.

VI. Narrative Summary:

Student typed memos and letters, did various types of record keeping, ran errands, collected and distributed mail, and handled financial transactions.