

approved

STUDENT LABOR POSITION DESCRIPTION
Woodcraft

Most Recently Updated 03/05/99

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

I. Grade Level: 1

II. Description:

A. The following are the essential duties for a General Clerk 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 knowledge.
- B. Dealing with record keeping and data.
- C. Labor record keeping.
- D. Spreadsheets.

IV. Basic Qualifications:

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

V. Desirable Qualifications:

- A. Knowledge of office procedures.
- B. Ability to endure large amounts of paperwork.
- 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.

