

MANUAL  Student Employment Office Office of Career Services	SECTION  Student Job Description			PAGE 1 / 2 REVISÉD
SUBJECT <b>General Office Aide - Clerical</b> <b>General Office Aide – Typing</b>		RANK x061	GROUP I	CBC *
				PHYSICAL

\* position specific

DEFINITION:

Under the close supervision of a staff or faculty employee, or a General Office Assistant, a student usually performs all or part of the following duties:

CLERICAL

- a) Sorts, checks posts records or lists.
- b) Allocates materials to alphabetical numerical filing systems.
- c) Operates common office machines.
- d) Posts and maintains records.
- e) Receives, screens on occasion, and distributes books, supplies, and mail.
- f) Completes forms and requisitions.
- g) Answers the telephone, referring calls or answering inquiries.
- h) Assists with inventories
- i) Runs errands
- j) Assembles data for reports

TYPING

- a) Types straight copy from printed material or from rough draft under direct supervision.
- b) Types simple letters, and manuscripts subject to detailed review.
- c) Completes forms and requisitions using a typewriter.
- d) Answers telephone calls or inquiries.
- e) Addresses envelopes and types index card and labels.
- f) Operates common office machines.
- g) Allocates materials to alphabetical/numeric filing system.
- h) Selects and pulls material
- i) Assembles and distributes publicated materials.
- j) Runs errands.

MANUAL  Student Employment Office Office of Student Financial Aid	SECTION  Student Job Description			PAGE 2 / 2 <hr/> REVISED
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BASIC QUALIFICATIONS:

Clerical: None. This is an entry level position.  
Typing: Ability to operate a typewriter with a minimum degree of precision. This is an entry level position.

QUALIFICATIONS FOR STARTING AT STEP B:

Clerical: One year clerical experience.  
Typing: At least one year of typing experience.