

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 2 REVISED
SUBJECT <b>General Office Assistant - Clerical</b> <b>General Office Assistant - Typing</b>	RANK x082	GROUP II	CBC *	PHYSICAL

\* position specific

DEFINITION:

Under the limited supervision of a staff or faculty member, students usually perform all or part of the following duties:

- | <u>CLERICAL</u>  | <u>TYPING</u>   |
|--|---|
| a) Assists in supervising and training general aides.                                | a) Assists in supervising training of general office aides.                           |
| b) Coordinates the maintenance of record keeping and/or filing systems.              | b) Types difficult materials and/or manuscripts from rough draft to final form.       |
| c) Operates duplicating and other office machines.                                   | c) Corrects grammatical errors, punctuation and spelling errors.                      |
| d) Presents factual reports to supervisor.   | d) Allocates materials to a complex filing system.                                    |
| e) Answers telephones, provides information or arranges appointments for supervisor. | e) Coordinates the processing and maintenance of record keeping and/or filing system. |
| f) Screens mail.   | f) Answers telephones, provides information or arranges appointments for supervisor   |
| g) Makes travel arrangements.  | g) Assembles data reports.  |
| h) Assists in taking inventories and ordering.                                       | h) Operates duplicating and other office machines.                                    |
| i) Drafts and processes forms.   | i) Assists in taking inventories and ordering supplies.                               |
|  | j) Drafts, types, and processes forms.  |

MANUAL Student Employment Office Office of Student Financial Aid	SECTION Student Job Description	PAGE 2 / 2 REVISIED		
SUBJECT <b>General Office Assistant - Clerical</b> <b>General Office Assistant - Typing</b>	RANK x082	GROUP II	CBC *	PHYSICAL

\* position specific

BASIC QUALIFICATIONS:

- Clerical: Two academic years (four semesters) as a General Office Aide or two years clerical experience outside UIC.
- Typing: Ability to operate typewriter with a high degree of precision. One and one half years as a General Office Aide or as a Clerk Typist outside UIC.

QUALIFICATIONS FOR STARTING AT STEP B:

- Clerical: Three academic years as a General Office Aide or three years clerical experience outside UIC.
- Typing: Ability to operate typewriter with a high degree of precision. Two and one half years as a General Office Aide or as a Clerk Typist outside UIC.