



TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR: HOURS:	
APPROVED: Board Commission		SALARY GRADE:	

Under direction of an assigned supervisor, perform advanced/specialized and complex clerical support duties involving independent judgment and action within an assigned office, department or program and requiring in-depth knowledge of an organization-wide function or program; answer phones, provide technical information and greet and assist students, parents, staff and visitors; assist in assuring smooth and efficient office, department or program operations.

The Clerical Assistant I classification is the entry-level classification in the series and provides an opportunity to learn the terminology, processes and operations of an assigned office, department or program. Incumbents provide general and varied

Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; explain office, department or program policies and procedures; provide technical information and interpretation concerning policies and procedure

