Title: Clerical Specialist

Essential Function

Under general supervision from office manager, clerical supervisor, or other administrative support, technical or managerial employee, perform specialized clerical tasks requiring use of multiple computations, cross referencing data and variety of procedures (e.g., search records, gather & organize data, statistics & information & summarize information in preliminary reports).

Characteristic Duties

1. Perform specialized clerical tasks requiring use of multiple computations, cross-referencing data and information and variety of procedures (e.g., search records, gather and organize data, statistics and information; summarize information in preliminary reports; review payroll, check accuracy, clarify discrepancies and certify final data; check time data and/or equipment and material used; prepare files for legal or medical action and compiles information for use by professionals in preparing reports of legal or medical action).

2. Manage office records and/or files (e.g., set-up, maintain, verify and enter records; record necessary information into individual files).

3. Perform clerical tasks (e.g., order and inventory supplies; type and process forms, order and invoice; file and answer telephone).

Unusual Working Conditions

• N/A

Minimum Qualifications

• Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 3 months experience in office practices and procedures; or equivalent.