Grant Clerk

Job Code 00007217

**General Description**
Responsible for providing routine clerical support and typing assignments for management.

**Examples of Duties**
- Answer telephone, forward calls and take messages.
- Greet, screen and route visitors.
- Maintain files and review for completeness.
- Monitor and/or order inventory office supplies.
- Review purchase orders and invoices.
- Post information to records, logs and ledgers.
- May maintain calendar for supervisor.
- May search and update files on computer terminals.
- Open, date and distribute incoming mail.
- Type and proofread correspondence and forms.
- May explain work assignments to office staff and student workers.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** office procedures, methods and equipment; word processing spreadsheets; basic math.

**Skill in:** operation of applicable office software; interacting courteously with others; telephone etiquette and typing.

**Ability to:** read and understand instructions, correspondence, reports, etc.; to prepare clear, concise and grammatically correct correspondence; to prioritize workload; to maintain filing system and apply basic bookkeeping skills.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**