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

Revised 09/20/2012