

## **CLERICAL ASSISTANT TITLE DEFINITION**

### **I. DEFINITION**

#### **CLERICAL ASSISTANT**

This is basic clerical assistance support work performed under close supervision. Positions perform a limited variety of repetitive clerical tasks for a majority of the time that require little or no independent judgment or individual discretion. Positions are allocated to this classification when the level of independence, judgment, variety and repetitive nature of the tasks involved are not best described in another classification. Work may include duties of an uncomplicated nature such as making simple photocopies as requested, placing files in numerical order, stamping forms, collating materials, applying labels, stuffing envelopes, or erasing pencil markings from booklets.

### **II. QUALIFICATIONS**

The qualifications required for this classification will be determined at the time of recruitment.

### **III. RELATED TITLES**

Office Associate  
Office Operations Associate  
Shipping and Mailing Clerk  
Technical Typist  
Storekeeper  
Document Production Assistant  
Stock Clerk  
University Services Associate 1  
University Services Associate 2