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