Job Title: Clerk, Operations

Job Code: 61805

JOB SUMMARY

The Operations Clerk is responsible for providing technical and clerical duties.

MAJOR DUTIES

- Maintains the property asset management system for all campuses and satellites;
- Maintains records and files to support property control system;
- Maintains and monitors distribution of keys to employees;
- Operates a multi-line telephone console;
- Greets office visitors and clients and provides requested information;
- Assesses manager's filing needs and establishes and maintains filing and recordkeeping system;
- Maintains institution’s vehicle records; processes vehicle usage forms and gas receipts;
- Promotes the interests of the organization by developing and monitoring responses to issues as delegated;
- Monitors and maintains deliveries, supplies, stocked forms or any other department specific items by coordinating scheduling with department personnel and communicating with outside vendors;
- Prints and binds documents;
- Provides support services for the delivery of staff development activities;
- Acquires facilities, security, technical and custodial support services as required for scheduled events requested by community members.

COMPETENCIES

- Knowledge of mail service operations
- Knowledge of printing and copying operations
- Knowledge of the operation of a variety of office machinery and equipment
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Organizational skills

MINIMUM QUALIFICATIONS

- High school diploma or equivalent

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.