



General Administration Job Function

Clerical Assistant

Grade 47

Summary

Performs a variety of noncomplex, general clerical, typing, and/or office support duties.

Typical Duties

1. Sorts, files and maintains alphabetical, numerical, and subject filing systems.
2. Types forms, memoranda, and other copy material.
3. Checks and compares data for accuracy and completeness.
4. Gathers specified information and compiles routine reports.
5. May enter data into computer system.
6. Performs related job duties as required.

Typical Requirements

Education: High school graduate or equivalent preferred. *Skills and Experience:*

Skills and Experience: One year of office experience preferred. Typing ability may be tested if required.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.