

UNIVERSITY OF BRITISH COLUMBIA

STANDARD JOB DESCRIPTION

JOB TITLE: Clerk III

PAY GRADE: III

JOB DESCRIPTION:

Under general direction, performs clerical duties of an advanced nature requiring a functional knowledge of University procedures and policies and the selection and evaluation of procedures to be employed. Considerable judgement is required in the performance of the work and independent decisions are made, based on a knowledge of the department concerned. Supervision of a few employees performing routine clerical duties may be required.

TYPICAL JOB DUTIES:

1. Responsible normally for the allocation and supervision of work of a few employees performing routine clerical duties.
2. Composes correspondence and initiates reply to specific enquiries requiring indepth functional knowledge of the subject matter; handles enquiries from students, faculty and the general public.
3. Requests, gathers, and provides factual information requiring reference to a variety of sources.
4. Performs specific phases of work such as examining documents and calculating academic standing for applicants, processing course changes and withdrawals, assessing fees from schedules, etc.
4. Allocates material to, and cross-files in, a complex filing system.
6. Maintains and prepares activity control and statistical records.
7. Carries out any other related duties as necessary in keeping with the qualifications and requirements of the job.

MINIMUM QUALIFICATIONS:

High School graduation plus business training. A thorough knowledge of office procedures gained through a minimum of four years' of office experience, or two years relevant U.B.C. experience. Ability to supervise others. University graduation may be required in certain departments. Where typing is required a minimum of 50 w.p.m.

APPROVED: W.L. Clark

DATE: October 1976