General Statement of Duties and Responsibilities

Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a municipal college or other unit under the Board of Higher Education where such work is required on a part-time basis or for a period of limited duration; performs related work.

Examples of Typical Tasks

Serves as receptionist and switchboard operator; maintains records, operates xerox and business machines, sorts and distributes mail, issues keys, acts as messenger; performs other routine clerical work as required.

May take dictation and transcribe it; may type letters, memoranda, charts, etc.

May act as cashier.

May assist in statistical or research activities. May collect and compile data, code data for electronic data processing, operate keypunch, sorter and collator, write computer programs, make statistical analyses and prepare reports.

May perform clerical library work, such as sorting and shelving books or binding books and periodicals.

May assist in instructional programs. May tutor or assist open enrollment students who have special problems, in such areas as remedial reading and mathematics and drug rehabilitation. May serve as assistant for speech and hearing therapy; accompany on piano in dance classes; distribute and collect physical education equipment.

May draft plans and blueprints.

May set up and keep inventory control records for academic departments and purchasing sections.

Qualification Requirements

Applicants must be able to demonstrate that they possess sufficient skills to perform the duties of the job to which they are assigned. Maximum tenure for this class of positions is not to exceed 1040 hours per annum.

Lines of Promotion

None. This class of positions is classified in the non-competitive class.