



Job Description

Job Information

Official Title	Clerical Assistant
Job Code	453223
Pay Grade	1
Position Type	Work Study
FTE	.49
Scheduled Hours	20

Job Summary

The Clerical Assistant performs basic administrative duties such as answering phones, maintaining filing systems, assisting with scheduling, handling deliveries and data entry.

Nature of Work

Clerical Assistants will have excellent office administration skills. They will be detail-oriented and require little to no supervision to carry out their duties for the smooth running of the office. The right candidates will have excellent customer service skills to maintain good relationships and effective communication with personnel, customers and the public. They also need impeccable organizational skills to file and retrieve records with accuracy, schedule appointments, keep minutes of meetings and stock inventory.

Distinguishing Characteristics

Performs other functions as required or assigned. Also complies with all Policies and Standards.

Summary of Responsibilities:

- Maintaining files and records so they remain updated and easily accessible
- Sorting and distributing incoming mail and prepare outgoing mail
- Compiling, maintaining and updating company records
- Scanning documents for electronic filing
- Shredding documents according to record retention guidelines
- Answering the phone to take messages or redirecting calls to appropriate colleagues

Professional Development

- Compliance training is to be completed routinely and timely.
- Participate in additional professional development opportunities through LinkedIn Learning and professional organization affiliations.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/Abilities

- Excellent organizational skills
- Time management skills
- Communication skills
- Customer service skills



Education			
Education Level	Field of Study	Required	Preferred
High School Diploma or equivalent		X	
Experience			
<i>In addition to the knowledge/education, the following related work experience is typically required, for this position. An equivalent combination of education and recent, related experience may be acceptable.</i>			
Experience	Experience Details	Required	Preferred
License or Certification			
License or Certification		Required	Preferred
Valid Driver's License		X	

Expectations
<p>Employees are expected to adhere to the Mission, Values and Vision of the College. Each employee's position has attributes that contribute to the achievement of these goals.</p> <p>Mission New River Community and Technical College provides accessible, affordable, quality education and workforce programs to meet the needs of the region it serves.</p> <p>Values Shared values guide New River Community and Technical College in fulfilling its mission. These values influence thoughts, guide decisions, mold policies, and determine courses of action. Our employees are expected to support and enact these values in our daily work.</p> <p>Community</p> <ul style="list-style-type: none"> ▪ Commit to the well-being of others. ▪ Model behavior that promotes unity. ▪ Demonstrate commitment to the College's mission. ▪ Promote a caring and supportive environment. ▪ Support continuous personal and professional growth. <p>Integrity</p> <ul style="list-style-type: none"> ▪ Practice fairness and honesty. ▪ Uphold ethical, professional, academic, and financial standards. ▪ Ensure transparency. ▪ Be accountable. <p>Justice</p> <ul style="list-style-type: none"> ▪ Respect the freedom and dignity of each individual. ▪ Respect and promote diversity.



- Promote positive attitudes toward each other.
- Provide equal opportunity for success.
- Prepare students and employees to work in a global and diverse environment.

Service

- Provide service to each other and to the community.
- Be a responsive member of the community.

Scholarship

- Pursue truth, learning and quality scholarship.
- Commit to increasing the knowledge of all individuals associated with the College.
- Foster lifelong learning.
- Maintain high standards in our constant pursuit of excellence.

Vision

New River Community and Technical College improves students’ lives and enriches communities.

Physical Demands

This section is to be completed by the Supervisor and Employee during the Job Description Review. A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<i>Physical Demand</i>	<i>All of the Time</i>	<i>Most of the Time</i>	<i>Some of the Time</i>	<i>Rarely</i>	<i>Never</i>
Balancing (full body)					
Bending					
Carrying					
Climbing (low heights such as step stool)					
Climbing (ladders over 3 feet)					
Crawling					
Crouching					
Driving					
Hearing					



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<i>Physical Demand</i>	<i>All of the Time</i>	<i>Most of the Time</i>	<i>Some of the Time</i>	<i>Rarely</i>	<i>Never</i>
Hoisting					
Kneeling					
Leaping or jumping					
Lifting/carrying very lightweight objects occasionally					
Lifting/carrying lightweight objects (up to 25 lbs.)					
Lifting/carrying moderately heavy items (over 25 and up to 50 lbs.)					
Lifting/carrying heavy items (over 50 and up to 75 lbs.)					
Lifting/carrying very heavy items (over 75 lbs.)					
Office environment/sedentary work					
Pulling or tugging					
Reaching above shoulder					
Reaching below shoulder					
Running					
Seeing					
Sitting (for brief periods)					
Sitting (for long periods)					
Stairs (ascending and descending)					
Standing (for brief periods)					
Standing (for long periods)					



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<i>Physical Demand</i>	<i>All of the Time</i>	<i>Most of the Time</i>	<i>Some of the Time</i>	<i>Rarely</i>	<i>Never</i>
Stooping					
Touching					
Twisting (of torso)					
Walking					

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Disclaimer

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.

Employee Comments

You may add other information which would be important in understanding your job and which has not been covered in other sections of this form.



Employee's Signature

Date

Immediate Supervisor's Signature

Date