Office Clerk

**Definition of Class**
This entry-level job class involves routine clerical work. The incumbent performs routine clerical duties applying established office systems or procedures and the work involves no supervision of others. Initially work may be performed under close supervision; however, as the incumbent becomes increasingly familiar with routine assignments, it is expected that the work will be performed with less direct supervision.

**Examples of Work Performed**
Performs general routine clerical duties to include operation of standard office machines.

Opens, sorts, and routes incoming mail and prepare outgoing mail.

May place calls and answer incoming telephone calls.

On a limited basis, operates computers and/or terminals to perform data entry or word processing tasks.

Performs similar or related duties as assigned or required.

**Essential Functions**
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs a variety of clerical duties: such as maintaining records, typing, filing, copying, processing forms, opening and distributing mail, and preparing letters.

**Minimum Qualifications**
The minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** The physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.
Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.