



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Clerk
Job Code: 012

Overtime Pay: Eligible

Primary Responsibility

This is work performing specialized clerical tasks.

Typical Tasks

Examines, processes, and maintains specialized forms and records. For example, purchase requisitions, personnel action forms, payroll documents, traffic records, police reports, or student applications and transcriptions.

Collects and tabulates data.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Clerical Supervisor
Job Code: 013

Overtime Pay: Eligible

Primary Responsibility

This is work supervising clerical employees.

Typical Tasks

Oversees the work of clerical employees.
Determines work priorities.
Assigns tasks to clerical employees.
Insures tasks are completed thoroughly and in a timely manner.
Prepares and maintains records and reports.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Word Processor
Job Code: 015

Overtime Pay: Eligible

Primary Responsibility

This is work performing production, quality control, and training for a centralized word processing unit or word processing scientific, mathematical or other specialized material using word processing software.

Typical Tasks

Prioritizes word processing jobs.
Prepares, maintains, and updates unit procedure manuals.
Controls production and quality of materials.
Trains or supervises word processors.
Consults with authors regarding the style and format of specialized material.
Types original specialized materials into a computer system.
Proofreads specialized material for errors.
Makes typing revisions to specialized material.
Prints and stores final material.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Clerk
Job Code: 011

Overtime Pay: Eligible

Primary Responsibility

This is work performing basic clerical tasks.

Typical Tasks

Compiles and sorts data.
Inputs and retrieves data into a computer system.
Organizes and maintains files.
Responds to inquiries.
Fills out forms.
Prepares supply orders.
Sorts and delivers campus mail.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Clerical Aide
Job Code: 187

Overtime Pay: Eligible

Primary Responsibility

This is work performing routine and repetitive clerical tasks.

Typical Tasks

Maintains files.
Types address labels for mailing.
Sorts mail.
Makes copies.

Minimum Qualifications

A high school diploma.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Clerk Typist
Job Code: 188

Overtime Pay: Eligible

Primary Responsibility

This is work typing and performing other clerical tasks.

Typical Tasks

Types from rough drafts, transcribing machines, notes, or oral instructions.
Proofreads material for errors.
May perform receptionist duties for a unit.
May maintain files.

Minimum Qualifications

A high school diploma and one year of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

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