

Job Description

Title: Office Clerk
CBA Position:KCSS
DepartmentBusiness Office
Reporting ManagerDean of Business Affairs
Direct Reports:Yes
FLSA: Non-Exempt
Expected Hours of Work40

Salary BandB21
Band Range\$31,677\$44,348
FY14 Budget:
Account Number:
ICCB Class:

xDemonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

xWork is normally performed in a general office setting

xWork is conducted in a busy office environment with frequent interruptions

xThis position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee

01/2014