



NEW:
07/01/2016

JOB TITLE:	ERSEA CLERK
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IA/Grade 5
WORK YEAR:	230/260 DAYS AS APPROVED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8017
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under the direction of the ERSEA Coordinator, perform technical and clerical work involving the tracking and entry of information into the eligibility, recruitment, selection, enrollment and attendance (ERSEA) systems. The ERSEA clerk will ensure information meets the federal and state program requirements and regulations. Responsible for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of federal and state laws and regulations that govern the task performed and departmental functions, policies and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Makes accurate and complete postings to complex departmental/student records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

Types and/or transcribes routine and non-routine, confidential and non-confidential family information including reports, memoranda, letters and records; has unrestricted daily access to confidential non-public, information and material

Checks, analyzes, and classifies materials; transfers information from reports and documents, codes numerically, and posts to the ERSEA systems as required

Receives, classifies, and routes incoming telephone calls and mail

Prepares or assists in preparation of legal statistical, or technical papers, documents, reports and lor manuals

Establishes and maintains files; retrieves information; prepares invoices and cross references

Attend training provided by agency and make efforts to upgrade skills and knowledge through involvement in career development activities

Answers families' inquiries in person, develops reports and correspondence, conduct interviews and manages problems or complaints

Operates standard office equipment and machines including computers, typewriter, adding machine, calculator, copier and other office machines

Conducts research of family records provided for information related to program eligibility as needed

Schedule appointments with program applicants

Assemble and input child and family data into computerized database system for ERSEA

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Successful experience in clerical functions, ERSEA experience required
Ability to operate calculator accurately and efficiently
Successful experience with computer word processing/file management applications
Experience involving student and family services
Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work well in a team setting
Efficient time management
Basic knowledge of ERSEA enrollment and guidelines and training or education in ERSEA practices and skills
Associate Degree in business or related field
Experience using a computerized student information system
Experience involving student and family services