

# **CLERICAL STAFF I JOB DESCRIPTION ADDENDUM**

**Job Title:** Clerical Staff I  
**Rate of Pay:** \$6.00

## **Purpose of the Clerical Staff I**

The Kean University back office Attendants are a unit of student paraprofessionals whose primary function is to provide information to the college center patrons. This entails giving directions, transferring calls, and referring students or staff to other departments and assisting to the best of ones ability.

## **DUTIES, RESPONSIBILITIES and EXPERIENCE:**

- A) Answer the phones in a polite and courteous manner.
- B) Greets staff and students in a polite and courteous manner.
- C) Organizes, maintains, and keeps area clean.
- D) Delivers Mail, Fax
- E) Type when need
- F) File papers for Reservations
- G) Time Sheets in order