

MASTER SPECIFICATION**JOB INFORMATION**

Date:	6/29/2017 1:30:01 PM
Official Title:	Business Clerk Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453536
Job Family:	Finance & Accounting

JOB SUMMARY

The Business Clerk provides administrative support to project management, project engineers, and project accountants to achieve the institutional construction and/or renovation objectives of the unit or department.

NATURE OF WORK

The Business Clerk is responsible for assisting in the execution of new institutional construction projects and major renovations, by maintaining accurate, orderly, and complete legal documents and project files. This position works closely with project staff and external contractors to complete and document daily project activities and functions. Additional responsibilities include performing a variety of administrative and clerical tasks to support the daily operations of the office/department/unit. Job responsibilities require the ability to communicate both verbally and in writing in a professional manner and maintain a high-level of confidentiality. Under immediate supervision, this position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.