



Savannah State University Position Description – Clerk I

POSITION DESCRIPTION

Position Title: Clerk I FLSA Status: Nonexempt
Reports to: Interim Director-Administration
Department: Business Services
Date Prepared: June 2003

BASIC FUNCTION

This position exists to assist in the processing of purchase orders, to enter information on purchases into the system; maintain a record of all vehicles (new,used, surplus) track inventory of all supplies and purchases to determine when staff will reorder.

NATURE & SCOPE

The Clerk I reporting to the Director, is charged with assisting in the processing of purchase orders by entering the information into the tracking system.

This information includes specifics about supplies and vehicle purchases.

This position also provides clerical support spending significant time filing critical information for the department and answering the telephone.

PRINCIPAL ACCOUNTABILITIES

- Files and answers telephone.
- Maintains record of all vehicles.
- Tracks inventory and receives goods.
- Approves property control forms.
- Performs other duties as required.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent.