

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CLERICAL ASSISTANT

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions that perform a limited variety of basic, repetitive clerical tasks. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This is basic clerical assistance work performed under close supervision. Positions perform a limited variety of repetitive clerical tasks that require little or no independent judgment or individual discretion.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the definition of confidential, management, or supervisor, as defined in s. 111.81(7), (13), and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time (more than 50%), are responsible for general and/or paraprofessional office support and are more appropriately classified as Office Associate, Office Operations Associate or Operations Program Associate.
3. Positions that for a majority of the time (more than 50%) perform shipping and mailing work and are more appropriately classified as Shipping and Mailing Clerk.

4. Positions that for a majority of the time (more than 50%) perform duties associated with receiving, storing, shelving, filling orders and issuing a variety of materials and supplies and are more appropriately classified as Stock Clerk.
5. Positions that for a majority of the time (more than 50%) perform general typing and are more appropriately classified as Document Production Assistant.
6. Positions that for a majority of the time (more than 50%) perform complex technical typing involving medical, scientific or mathematical terminology or a foreign language and are more appropriately classified in the Technical Typist series.
7. Positions that for a majority of the time (more than 50%) perform a variety of duties associated with directing a stores, supplies, or warehouse facility and are more appropriately classified as Storekeeper.
8. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

CLERICAL ASSISTANT

This is basic clerical assistance support work performed under close supervision. Positions perform a limited variety of repetitive clerical tasks for a majority of the time that require little or no independent judgment or individual discretion. Positions are allocated to this classification when the level of independence, judgment, variety and repetitive nature of the tasks involved are not best described in another classification. Work may include duties of an uncomplicated nature such as making simple photocopies as requested, placing files in numerical order, stamping forms, collating materials, applying labels, stuffing envelopes, or erasing pencil markings from booklets.

III. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-154 as a result of Phase 1 of the Administrative Support Survey. This classification replaces the Clerical Assistant 2 classification. The classification was revised effective July 24, 2005 and announced in Bulletin OSER-0071-MRS-SC as part of Phase 2 of the Administrative Support Survey to remove duties placed into the Office Associate classification.