Auburn University Job Description

Job Title: TES Clerical
Job Code: TA05
FLSA status: Non-exempt

Job Summary
Work of a temporary or part-time basis; responsible for recording and retrieving data and/or information and other paperwork required in an office and responsible for internal and external communications.

Essential Functions
1. Essential functions and duties of each position are varied and defined by the department.

Supervisory Responsibility
None

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

<table>
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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>High School</td>
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Experience (yrs.)

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Defined by requirements of the position.

Certification or Licensure Requirements
Some positions may require specific certifications or licensures.

Physical Requirements/ADA
Working conditions and work demands vary by position.

Job frequently requires .

Job occasionally requires .

Date: 1/11/2012