

## Job Description

The primary accountabilities below are intended to describe the general nature and level of work being performed.

Job Title:	Office Assistant I	Job Code:	5115
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Job Family:	Administrative Services	Job Sub Family:	Administrative Support
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### Position Details

Job Grade:	9	FLSA Classification:	Non Exempt-Hourly
Salary Plan:	Support Staff	Retirement Program:	TRS

Supervisory Duties:	No	Campus Security Authority:	Yes
Career Ladder:	Pre-Defined	Priority Category:	Essential

### Summary

The Office Assistant I is responsible for entry level clerical support to an area or office. Work may include performing routine or repetitive assigned clerical tasks, mail processing, data entry, recordkeeping, checking documents for accuracy, and maintaining files. Works under close supervision, with limited opportunity for independent judgment.

### Qualifications

Required Education	High School Diploma or GED
Required Experience	Minimum one year of clerical experience.
License/Certification	None
Background Check*	Yes *Criminal History Background Checks are required for all employment types.

### Essential Job Duties

Responsible for the sorting and distribution of incoming mail; prepares mail-outs; processes outgoing mail; and maintains records on postage, registered mail, and packages.
Prepares letters, reports, and other documents.
Performs data entry, retrieval, and data searches.
Prepares folders, files, scans, and copies materials.
Responsible for entering, tracking, and verifying information in PeopleSoft, and/or department programs.
Performs all other related duties as assigned.

**Knowledge, Skills, and Abilities**

1. Competent oral and written communication skills.
2. Proficient organization skills.
3. Ability to prioritize assignments and meet deadlines.
4. Knowledge of computers.

**Physical Work Environment**

Work is generally performed in a standard office environment.

**Adverse Working Conditions**

None.

The Office of Human Resources has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Office of Human Resources reserves the right to change this job description and/or assign tasks for the employee to perform as the Office of Human Resources may deem appropriate.