

Job Description

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

Job Title:	Office Assistant II	Job Code:	5116
Job Family:	Administrative Services	Job Sub Family:	Administrative Support
Position Details			
Job Grade:	11	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 II is responsible for providing complex clerical support to an area or office. Work may include compiling information, mail processing, data entry, recordkeeping, checking documents for accuracy, and maintaining files. Works under moderate supervision, with limited opportunity for the use of initiative and independent judgment.

Qualifications

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

Essential Job Duties

Prepares letters, reports, and documents.
Performs data entry, retrieval, and data searches.
Maintains folders, files, scans, and copies materials.
Responsible for entering, tracking, updating, and verifying information in PeopleSoft, and/or department programs.
Answers inquiries regarding policies, procedures, and student/employee records.
Performs queries to crosscheck information for accuracy and completeness.

May assist with the coordination and execution of commencement ceremonies.
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Performs all other related duties as assigned.
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Knowledge, Skills, and Abilities

1. Competent oral and written communication skills.

2. Proficient organization skills.

3. Ability to prioritize assignments and meet deadlines.
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4. Knowledge of computers.

Physical Work Environment

Work is generally performed in a standard office environment with occasional meetings on and off campus.

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.