

## Job Description

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

<b>Job Title:</b>	Office Assistant III	<b>Job Code:</b>	5117
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<b>Job Family:</b>	Administrative Services	<b>Job Sub Family:</b>	Administrative Support
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### Position Details

<b>Job Grade:</b>	13	<b>FLSA Classification:</b>	Non Exempt-Hourly
<b>Salary Plan:</b>	Support Staff	<b>Retirement Program:</b>	TRS

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

### Summary

The Office Assistant III is responsible for providing advanced clerical support to an area or office. Work may include compiling information, mail processing, data entry, recordkeeping, checking documents for accuracy, and maintaining files. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### Qualifications

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

### Essential Job Duties

Prepares letters, reports, and other documents.
Performs data entry, retrieval, and data searches.
May be responsible for using appropriate cash handling processes when verifying check and money order payments, making deposits, and initiating financial journals in PeopleSoft for approval.
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 and procedures.

Performs queries to edit and crosscheck information for accuracy and completeness.

Serves as the intermediate approver for procurement and payables.

Performs inventory on supplies needed and submits to the appropriate area.

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**

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Work is generally 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.