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: NonExempt-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

<table>
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<tr>
<th>Required Education</th>
<th>High School Diploma or GED</th>
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<tr>
<td>Required Experience</td>
<td>Minimum of 2 years in clerical experience.</td>
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<tr>
<td>License/Certification</td>
<td>None</td>
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<td>Background Check*</td>
<td>Yes</td>
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*Background Check* is 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.
- Performs All Other Duties As Assigned.

### Knowledge, Skills, and Abilities

- Competent oral and written communication skills.
- Proficient organization skills.
- Ability to prioritize assignments and meet deadlines.
- 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.