JOB INFORMATION

Effective Date: 6/15/2023
Job Code: 5117
Job Title: Office Assistant III
Salary Grade/Structure: 130 - Support Staff
Career Level Name: S3 - Senior Support
FLSA Name: Non-Exempt
EEO Code: 40 - Clerical and Secretarial
Job Function: Administrative Support
Job Family: Admin Support

Job 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, record keeping, 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.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Education Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma or GED</td>
<td>or GED</td>
<td>Required</td>
</tr>
</tbody>
</table>

Work Experience

<table>
<thead>
<tr>
<th>Experience</th>
<th>Experience Details</th>
<th>Required/Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some</td>
<td>Minimum three years of clerical experience.</td>
<td>Required</td>
</tr>
</tbody>
</table>

Licenses and Certifications

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Preferred</th>
</tr>
</thead>
</table>

Knowledge, Skills and Abilities

<table>
<thead>
<tr>
<th>KSAs</th>
<th>Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Competent oral and written communication skills.</td>
<td>Proficient</td>
</tr>
</tbody>
</table>
Licenses and Certifications

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Licenses/Certification Details</th>
<th>Time Frame</th>
<th>Required/Preferred</th>
</tr>
</thead>
</table>

Knowledge, Skills and Abilities

<table>
<thead>
<tr>
<th>KSAs</th>
<th>Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to prioritize assignments and meet deadlines.</td>
<td>Proficient</td>
</tr>
<tr>
<td>Proficient organization skills.</td>
<td>Proficient</td>
</tr>
<tr>
<td>Working knowledge of computers.</td>
<td>Proficient</td>
</tr>
<tr>
<td>Attention to detail.</td>
<td>Proficient</td>
</tr>
</tbody>
</table>

JOB RESPONSIBILITIES

Campus Security Authority ☒
Remote Work Capable ☐

Essential Functions

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides general office support and serves as a resource for the resolution of any administrative matters.</td>
<td>30%</td>
</tr>
<tr>
<td>Performs data entry, retrieval, and data searches.</td>
<td>10%</td>
</tr>
<tr>
<td>Maintains folders, files, scans, and copies materials.</td>
<td>10%</td>
</tr>
<tr>
<td>Responsible for entering, tracking, updating, and verifying information in PeopleSoft and/or department programs.</td>
<td>10%</td>
</tr>
<tr>
<td>Interacts with students, clients, faculty, staff, and administration.</td>
<td>10%</td>
</tr>
<tr>
<td>Prepares documents such as reports and correspondence.</td>
<td>10%</td>
</tr>
<tr>
<td>May maintain supply inventory.</td>
<td>10%</td>
</tr>
<tr>
<td>Performs general payroll and accounting functions for a small department or unit.</td>
<td>5%</td>
</tr>
<tr>
<td>Serves as P-Card holder.</td>
<td></td>
</tr>
<tr>
<td>Other related duties as assigned.</td>
<td>5%</td>
</tr>
</tbody>
</table>

PRE-EMPLOYMENT

MVR: Yes  
Criminal History: Yes  
Physical Exam: No  
Hearing Exam: No  
Pulmonary Function Test: No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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### Physical Demands

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Carrying</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pushing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Pulling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Climbing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Balancing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Stooping</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Kneeling</td>
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<tr>
<td>Crouching</td>
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<tr>
<td>Crawling</td>
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<tr>
<td>Reaching</td>
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</tr>
<tr>
<td>Handling</td>
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</tr>
<tr>
<td>Grasping</td>
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<td>X</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Feeling</td>
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<tr>
<td>Talking</td>
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<tr>
<td>Hearing</td>
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<td>Repetitive Motions</td>
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<tr>
<td>Eye/Hand/Foot Coordination</td>
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### Working Environment

<table>
<thead>
<tr>
<th>Working Condition</th>
<th>N/A</th>
<th>Rarely</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<tbody>
<tr>
<td>Extreme cold</td>
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<td></td>
<td>X</td>
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<tr>
<td>Extreme heat</td>
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<tr>
<td>Humidity</td>
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<tr>
<td>Wet</td>
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<tr>
<td>Noise</td>
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<td>Hazards</td>
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<td>Temperature Change</td>
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<td>Atmospheric Conditions</td>
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<tr>
<td>Vibration</td>
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### Travel Requirements

<table>
<thead>
<tr>
<th>Estimated Amount</th>
<th>Brief Description</th>
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<tr>
<td>0%</td>
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