

## Job Description

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

Job Title:	Department Assistant III	Job Code:	5121
Job Family:	Administrative Services	Job Sub Family:	Administrative Support

### Position Details

Job Grade:	17	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 Department Assistant III is responsible for providing a variety of senior level administrative, clerical, and financial support to an area or department. Work involves processing travel documentation, accounting/budgetary related issues, and overseeing the coordination of events and programs. May provide coverage for the front desk. Prepares information for meetings and presentations.

### Qualifications

Required Education	High School Diploma or GED
Required Experience	Minimum of 7 years in business or clerical experience.
License/Certification	None
Background Check*	Yes *Criminal History Background Checks are required for all employment types.

**Essential Job Duties**

Responsible for providing general administrative support to an area or department.
Oversees reception desk operations.
Creates and produces special presentations and information such as agendas, packets, and overheads.
Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Reconciles monthly departmental accounts. Oversees cost centers and maintains current budget information.
Creates, updates, and maintains departmental databases/websites and prepares recurring reports.
Assists in training student workers.
Assists with the coordination and implementation of special events, projects, and programs.
Processes personnel and payroll actions and documents such as electronic Personnel Action Request Forms (ePARs), Position Request Forms (ePRFs).
Performs All Other Duties As Assigned.

**Knowledge, Skills, and Abilities**

Knowledge of State of Texas reporting forms.
Knowledge of budget and planning procedures.
Competent oral and written communication skills.
Proficient organizational skills.
Ability to prioritize assignments and meet deadlines.
Ability to complete assignments on time and handle interruptions.
Ability to work independently with minimal supervision.
Knowledge of Microsoft Suite (Word, Excel, etc.).

## **Physical Work Environment**

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

## **Adverse Working Conditions**

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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.