

**JOB INFORMATION**

Effective Date	6/11/2021
Job Code:	5115
Job Title:	Office Assistant I
Salary Grade/Structure:	090 - Support Staff
Career Level Name:	S1 - Entry Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	Under direct supervision, the Office Assistant I is responsible for providing general clerical support to an area or department. Work typically includes performing routine or repetitive assigned clerical tasks, such as mail processing, data entry, recordkeeping, maintaining files and reviewing documents for accuracy.

**COMPETENCIES**

## Competencies

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

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED	or GED	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	general clerical experience	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Competent oral and written communication skills.	Basic

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to prioritize assignments and meet deadlines.	Basic
• Experience in Microsoft Office 365	Basic
• Time management and organizational skills.	Basic
• Good attention to detail	Basic

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Responsible for the sorting and distribution of incoming mail; prepares mail-outs; processes outgoing mail; and maintains records on postage, registered mail, and packages. <ul style="list-style-type: none"> <li>Prepares letters, reports, and other documents.</li> <li>Performs data entry, retrieval, and data searches.</li> <li>Prepares folders, files, scans, and copies materials.</li> <li>Responsible for entering, tracking, and verifying information in PeopleSoft, and/or department programs.</li> <li>Performs other duties as assigned.</li> </ul> </li> </ul>	100%

## 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

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description
0%	