

JOB INFORMATION

Effective Date	6/11/2021
Job Code:	5117
Job Title:	Office Assistant SR
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	Under general supervision, the Office Assistant III is responsible for providing general clerical support to an area or department. Work typically includes compiling information, mail processing, data entry, recordkeeping, checking documents for accuracy, and maintaining files. May train others.

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		

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	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.	Proficient
• Ability to prioritize assignments and meet deadlines.	Proficient

Licenses and Certifications

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

KSAs	Proficiency
• Experience in Microsoft Office 365	Proficient
• Time management and organizational skills.	Proficient
• Attention to detail	Proficient

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Responsible for the general clerical duties of the office. <ul style="list-style-type: none"> Sort, distribute and prepare incoming and outgoing mail 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 departmental 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 other duties as assigned. 	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				

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Pulling		X				
Climbing		X				
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%	