

Job Description

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

Job Title:	Office Supervisor	Job Code:	5118
Job Family:	Administrative Services	Job Sub Family:	Administrative Support

Position Details

Job Grade:	16	FLSA Classification:	NonExempt-Hourly
Salary Plan:	Support Staff	Retirement Program:	TRS
Supervisory Duties:	Yes	Campus Security Authority:	Yes
Career Ladder:	Pre-Defined	Priority Category:	Essential

Summary

The Office Supervisor is responsible for providing high level office support and supervision of other support staff in an area or office. Work may include compiling information, data entry, coordinating activities, checking documents for accuracy, and overseeing financial matters. Also responsible for being familiar with the functions, practices, and policies of the organizational unit to which assigned. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Qualifications

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

Essential Job Duties

Supervises the routing and appropriate handling of incoming phone calls, mail, and other correspondence.
Reviews and edits letters, reports, and other documents.
Performs data entry, updates, retrieval, and data searches.
May be responsible for using appropriate cash handling processes when verifying check and money order payments, making deposits, and initiating financial journals in PeopleSoft for approval.
Manages documentation of personnel actions and associated files.
Supervises the organization of departmental databases, filing systems, and departmental programs.
Resolves issues and answers inquiries regarding policies and procedures.
Manages departmental budgets and inventory.
Trains office support staff, temporary employees, and student workers.
Performs queries to edit and crosscheck information for accuracy and completeness.
<u>Supervisory Responsibility</u> Provide supervision of staff, including defining job duties, overseeing employee performance, providing guidance and support, and communicating organizational needs in accordance with the University's objectives, policies and applicable laws.
Performs All Other Duties As Assigned.

Knowledge, Skills, and Abilities

Efficient oral and written communication skills.
Ability to exercise discretion and independent judgment and act upon decisions with some autonomy.
Ability to prioritize assignments and meet deadlines.
Ability to handle interruptions.
Supervisory skills to manage and lead staff.
Broad knowledge of general office policies and procedures preferably with a state agency and/or higher education institution.

Physical Work Environment

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

Adverse Working Conditions

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.