

Sul Ross State University
Position Description

Official Title: Office Assistant

Salary Group: 4

Job Code: 4025

Summary

Function: Provides clerical assistance of a critical nature and assumes minor administrative duties within a framework of established policies.

Scope: Responsible for segment of office work load; independently handles varied and difficult material; may process complex or large volumes of material.

Duties

Essential: Keeps various administrative, fiscal, and academic records; verifies documents for completeness, accuracy and conformity with regulations; composes correspondence and compiles complex tables, charts or reports; provides individuals and general public with information on policies and procedures; may assign and review work of small clerical staff, may use typewriter; may operate computer. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: General instructions and work periodically reviewed by department head.

Given: May supervise student and other classified employees.

Education

Required: High school graduation with business courses equivalent.

Preferred: College or business school courses.

Experience

Required: Three years clerical experience or combination of training and/or experience.

Preferred: More than three years experience, with part at SRSU or related experience.

Equipment/Skills

Required: Standard office machines, computer skills.

Preferred: Word processing, database, spreadsheet and graphics computer programs.

Working Conditions

Usual: Office conditions; standard hours; position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.