

The University of Texas at San Antonio

Job Description

Job Title: Office Assistant I
Code: 19021
Salary Grade: 51
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide basic clerical and typing skills of limited complexity for a department or section.
- Scope: Responsible for the performance of routine clerical, typing and data entry duties as assigned.

Duties

- Typical:
 1. Receives, sorts and distributes mail and incoming communications. Prepares bulk mailings by stuffing and sealing envelopes.
 2. Types routine correspondence, form letters, reports, requisitions, vouchers, lists and tables using standardized forms.
 3. Acts as a receptionist; answers the telephone and screens visitors.
 4. Maintains office filing system to include creation of new files, cross-filing, re-filing and purging of files.
 5. Performs data entry and retrieval to established data files, verifying accuracy and completeness of data. Posts information to records and ledgers.
 6. Issues equipment, records, receipts, and/or supplies.
 7. Performs other duties as assigned.
- Periodic:
 1. Assists in data collection for periodic publications and reports.

Education

Required	Preferred
High School diploma or GED.	Business courses at or above the high school level.

Other Requirements

Required	Preferred
Criminal background check.	Proficiency in the use of English Grammar, spelling and business math.

Experience

Required	Preferred
None.	Six or more months of clerical experience.

Equipment

Required	Possible
Personal computer and standard office equipment.	Special equipment may be used in specific departments or sections.

Working Conditions

Usual	Special
Usual office conditions.	May require long periods of sitting at a computer terminal.
	Some positions located in areas where scientific or service hazards exist.

Supervision

Received	Given
Detailed supervision from direct supervisor.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
