

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Office Assistant  
Code: 19023  
Salary Grade: 53  
FLSA Status: Non-Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide advanced clerical and typing skills for a department or section.
- Scope: Responsible for the performance of clerical, typing and data entry duties as assigned, which requires the use of independent judgment.

## *Duties*

- Typical:
  1. Receives, sorts, screens and distributes mail and incoming communications.
  2. Types, proofreads and edits correspondence, forms, reports, manuscripts, research articles and other materials and special projects.
  3. Acts as a receptionist; answers the telephone, greets and screens visitors, schedules appointments and answers inquiries regarding policies and procedures.
  4. Schedules and coordinates room reservations, catering services and equipment reservations. Makes travel arrangements and reservations.
  5. Supervises and assists in the preparation of various records, reports and specialized studies. Analyzes data for completeness and accuracy.
  6. Coordinates administrative tasks. Develops work standards and procedures. Counsels, investigates and evaluates complaints to solve problems as they arise.
  7. Tracks department attendance and enters payroll.
  8. Performs other duties as assigned.
- Periodic:
  1. Assists in the selection and training of clerical personnel.

### *Education*

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

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Proficiency in the use of English Grammar, spelling and business math.	Knowledge of current methods and systems of bookkeeping, filing and purchasing.
Criminal background check.	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Two years of clerical or office experience.	Three or more years of similar experience.

### *Equipment*

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

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Some positions may be located in areas where scientific or service hazards exist.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from immediate supervisor. Specific direction on unusual assignments.	May supervise other clerical and/or students.

### *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.
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*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.