

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: OFFICE ASSISTANT

Reports To: Designated Supervisor

UW Job Code: 4209

UW Job Family: 41 - Secretarial/Clerical Support

SOC Code: 43-4171

FLSA: Non-exempt

Pay Grade: 12

Date: 6-15-98 (revised 5-29-01; 5-1-02; 7-1-02; 10-28-02; 7-1-04; 7-1-06)

JOB PURPOSE:

Perform basic, entry-level, routine clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform basic reception duties: answer telephone, take and transfer messages; screen individuals and calls; refer to appropriate source and/or schedule appointments; answer standard questions, those requiring significant interpretation are referred, as directed, to the appropriate source.
- Perform basic records maintenance: perform routine record keeping; compile, search, number and purge information and document according to established rules and procedures.
- Perform basic typing or word processing; edit data for accuracy, make necessary corrections, and perform basic data entry.
- Operate photocopier, fax and associated office machines.
- May sort mail, assist with bulk mailing projects; sort, deliver or pick up printed matter for distribution.
- Perform basic math calculations (addition, subtraction, multiplication and division); initiate requisitions, vouchers, and purchase orders; ensure mathematical, accounting classification and coding accuracy; receive cash payments; make deposits.
- Perform employee or data information verification according to established guidelines.
- May assist with scheduling basic meetings and room/equipment arrangements for conferences, seminars, workshops or special events.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Ability to Learn
- Attention to Detail
- Work Tempo
- Initiative
- Quality Orientation
- Service Orientation

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **None**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic computer programs and software in use in the department or area.
- Basic records maintenance.
- Basic scheduling techniques.
- Basic reception techniques.
- Basic finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.

Skills and Abilities to:

- File alphabetically or numerically.
- Perform basic mathematical calculations (addition, subtraction, multiplication and division).
- Maintain strict confidentiality.
- Create, compose, and edit basic written materials.
- Maintain calendars and schedule appointments.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Analyze and solve basic problems.
- Develop and maintain basic recordkeeping systems and procedures.
- Use a personal computer and associated software in use in the department or area.
- Perform receptionist duties.
- Prepare and print basic and routine correspondence, and mailing lists.
- Coordinate and organize basic meetings and special events.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Regular exposure to video terminal displays.

DISTINGUISHING FEATURES:

Office Assistant: Functions under direct to general supervision; emphasis is on performance of basic clerical and office support duties for which procedures and specific directions are readily available. Performs basic mathematical calculations and initiates standard university accounting forms. May schedule meetings and make room arrangements for conferences, seminars, meetings and workshops.

Office Assistant, Senior: Functions under general supervision; emphasis is on performance of basic and routine clerical and office support duties. Performs technical/complex word-processing, provides data entry and information modification, and performs standard bookkeeping functions. Schedules meetings and makes room arrangements for conferences, seminars, and workshops. Functionally supervises support staff.

Office Associate: Functions under limited supervision; emphasis is on administrative/management support duties for a sizable unit/department. Performs basic, routine, and advanced clerical and office support duties. As directed, handles special projects, researching problems and providing problem resolution. May supervise or administratively guide other support staff. Performs accounting and assists with budget planning. Analyzes university accounting data and information, and prepares related reports.

Office Associate, Senior: Functions under very limited supervision; independently makes decisions that substantially impact operations within and outside designated unit/program. Performs problem resolution, and provides interpretations and advice to supervisor. Participates in fiscal planning activities; determines or revises policies, systems, methods and procedures. Analyzes and provides interpretation of complex statistical data. Administratively supervises first-line supervisors.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.