

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, SENIOR

Reports To: Designated Supervisor

UW Job Code: 4210

UW Job Family: 42 - Senior Secretarial/Clerical

SOC Code: 43-6014

FLSA: Non-exempt

Pay Grade: 14

Date: 6-15-98 (revised 5-1-02; 7-1-02; 10-28-02; 7-1-04; 7-1-06; 11-26-12; 12-19-19)

JOB PURPOSE:

Perform general office support tasks including basic data entry, light bookkeeping, scheduling and/or reception duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform basic office support tasks under general supervision. Compose correspondence and serve as an internal resource in college or department.
- Perform light bookkeeping duties which may include: balance accounts and prepare routine financial reports; type or prepare appropriate forms (purchase orders, vouchers, IDRs).
- Discuss problem accounts or billing issues for problem resolution; refer difficult or complicated issues to supervisor.
- Provide data entry; modify or correct designated information on the mainframe; retrieve data using pre-written programs or requiring minor program modifications; schedule, monitor and correct computer printout reports; assist in maintaining accurate and regularly run computer-generated reports.
- Set up and use a variety of specialized typing formats; type detailed and/or technical data.
- Perform customer relations receptionist duties, screen calls and individuals, and make appointments.
- Proofread and edit own work, or the work of others, to correct errors in grammar, punctuation, spelling, sentence and paragraph structure.
- Provide resolution to forms processing problems.
- Maintain complex hard copy and/or computer filing systems including creating, editing, and purging information according to University, state and federal regulations.
- Schedule meetings and room arrangements for conferences, seminars, workshops, or special functions including choice of menu items, room reservations, and arranging for equipment such as

overhead projectors, video equipment or sound systems; make travel reservations and prepare travel vouchers.

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
- Adaptability
- Attention to detail
- Initiative
- Quality Orientation
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year progressively responsible work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic and routine computer programs and software in use in the department or area.
- Basic and routine records maintenance.
- Basic and routine scheduling techniques.
- Basic and routine reception techniques.
- Basic and routine office management principles and practices.
- Basic finance, accounting, budgeting, and cost control procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Basic and routine laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine Html, web page creation, and website maintenance.
- University rules and procedures for form processing.
- Organizational structure, workflow, and operating procedures.

Skills and Abilities to:

- Perform basic and routine mathematical calculations (addition, subtraction, multiplication and division).
- Create, compose, and edit basic and routine written materials.

- Maintain calendars and schedule appointments.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Develop and maintain basic and routine recordkeeping systems and procedures.
- Develop and maintain websites.
- Perform basic and routine bookkeeping procedures.
- Perform receptionist duties.
- Prepare and print basic and routine correspondence and mailing lists.
- Coordinate and organize meetings and special events.
- Record and transcribe meeting minutes.
- 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.

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.