

The University of Texas at San Antonio

Job Description

Job Title: Office Assistant II
Code: 19022
Salary Grade: 52
FLSA Status: Non-Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide standard 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 occasional use of independent judgment.

Duties

- Typical:
 1. Receives, sorts and distributes mail and incoming communications.
 2. Types and proofreads correspondence, forms, reports, manuscripts and other materials. Composes routine correspondence and form letters.
 3. Acts as a receptionist; answers the telephone, greets and screens visitors, and schedules appointments.
 4. Maintains office supply inventory. Prepares and reviews purchase orders and invoices.
 5. Performs complex data entry, coding, deletion and updates. Builds and executes queries and reports. Reconciles duplicate records.
 6. Collects and compiles data for the department.
 7. Performs other duties as assigned.
- Periodic:
 1. Prepares periodic publications and reports.
 2. Tracks department attendance and enters payroll.

Education

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

Other Requirements

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

Experience

Required	Preferred
One year of clerical or office experience.	Two or more years of similar 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.	Some positions may be located in areas where scientific or service hazards exist.

Supervision

Received	Given
General supervision on routine tasks. 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.

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.
