

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 2222

OFFICE ASSISTANT III

Abolished Effective June 1, 2005

BASIC FUNCTION

Perform a variety of complex clerical assignments such as preparing reports, establishing record keeping/filing systems or data base files, monitoring financial records and responding to inquiries regarding office/departmental policies and procedures.

DISTINGUISHING CHARACTERISTICS

Under general supervision, independently perform a variety of complex clerical projects and assignments such as establishing and revising filing systems and data base files, and composing correspondence such as transmittals and responses to frequent requests for information. Resolve problems and respond to inquiries requiring substantive knowledge of office/departmental policies and procedures.

TYPICAL WORK

Answer telephones; resolve problems and respond to inquiries regarding departmental procedures and services; receive and refer visitors;

Establish and maintain complex electronic or manual file systems or data base files;

Devise, evaluate and revise forms for internal use;

Assist in the preparation, compilation, and coordination of reports and records such as financial, payroll, purchasing, inventory, personnel, scheduling, registration and testing;

Compose office correspondence such as transmittals and responses to frequent requests for information;

Compile and keyboard/type material such as financial statements, manuscripts, schedules, test materials, and technical and statistical reports requiring specialized knowledge and judgment in selection and treatment of data and format;

Perform complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading and creating footnotes and outlines; use spreadsheet and data base software to develop and maintain records; use basic statistical software packages and simple

computer inquiry programming, use graphics software and recommend appropriate display of information;

Proofread material, correcting for sentence structure, spelling, grammar and punctuation;

Perform electronic mail tasks;

Use basic arithmetic to perform computations such as determining salaries, costs, fees and grade point averages;

Order, receive and maintain inventory;

May serve as primary clerical support for a unit or department;

May direct the work of others;

Perform the duties of Office Assistant II;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High school graduation or equivalent **AND** two years of increasingly responsible clerical experience

OR

equivalent education/experience.

New Class: 1-3-73

Revise Class: 12-18-74

Revise Class/Title: 7-1-91