

Wright State University
CLASSIFIED JOB SPECIFICATION
Office Assistant 1

I. JOB INFORMATION

Job Title: Office Assistant 1 (CS 01)

Job Class: 11111 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under immediate supervision provides basic clerical support and first-line customer service by answering calls and responding to general department inquiries. Distributes work to student employees as assigned.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Answers calls & inquiries, refers customers to others, assists in recurring department activities (i.e. filing, mailings, sorting, data entry, scheduling).
- Performs a variety of routine, repetitive, clerical tasks (i.e. searches and investigates information contained in office files, maintains files, recordkeeping, appointment scheduling). Performs other clerical functions as assigned.
- Types and processes routine correspondence to include: reports, lists, forms, and applications as required. Proofreads documents and makes corrections as needed from written and/or oral instruction.
- Verifies totals on reports, forms, requisitions, or bills.
- Utilizes personal computers, calculators and office equipment to record, store and retrieve information.
- Coordinates mail, checks written and voicemail messages, inventories and orders supplies.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high-school diploma or GED and six months of related work experience. Some knowledge of basic office procedures.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Business Vocabulary, Business Grammar, Business Spelling. Word-Standard. Spreadsheet-Standard (optional). Keyboarding (optional).

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

11100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.