

Wright State University
CLASSIFIED JOB SPECIFICATION
Office Assistant 2

I. JOB INFORMATION

Job Title: Office Assistant 2 (CS 02)

Job Class: 11112

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general supervision provides clerical support for a department. Prepares correspondence, maintains records and databases, responds to departmental inquiries, and provides support to customers inside and outside of the university. Hires, trains and supervises student employees.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Creates and distributes department correspondence. Completes detailed travel arrangements. Maintains office schedules, records and databases, and generates standard reports.
- Performs a wide variety of routine clerical and general office duties (i.e. types, enters data, distributes mail, maintains files and performs receptionist duties).
- Performs routine clerical services (i.e. makes travel and room/space arrangements, schedules appointments/ meetings, reserves equipment, answers phone, collects and sends faxes, and responds to emails) for one or more persons.
- Submits/tracks reports, gathers data, creates spreadsheets and coordinates activities. Assists in the preparation of a variety of reports.
- Orders supplies, textbooks, equipment, and materials within prescribed procedures and guidelines. Maintains appropriate inventory levels and reconciles purchase orders.
- Monitors operating budget and reallocates budgetary monies within various accounts; submits documents to supervisor/manager for review and approval.

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 one year related work experience OR, two years of post-secondary education in a related field and six months of related work experience. Working knowledge of and experience with a variety of software programs. Strong interpersonal, communication and organizational skills.

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.