



## POSITION DESCRIPTION

**TITLE:** Administrative Office Assistant  
**FLSA STATUS:** Non-Exempt  
**CATEGORY:** Classified  
**GRADE:** C

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**JOB SUMMARY:** Provide routine clerical support services and routine administrative support.

**In-person work on campus is an essential function of this position.**

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<b>ESSENTIAL FUNCTIONS:</b>	<b>YEARLY PERCENT OF TIME</b>
1. Perform routine administrative support duties to include composing and typing routine correspondence. Enter routine data into the computer. Prepare statements, memos, charts, or other documents.	35%
2. Greet visitors, respond to or refer questions, answer and screen telephone calls. Conduct routine research and type routine statistical reports.	25%
3. Organize and maintain filing system and file correspondence and other records. Order and maintain supplies, and arrange for equipment maintenance.	20%
4. Coordinate and arrange meetings, prepare agendas, reserve and prepare facilities, and record and transcribe minutes. Arrange and coordinate travel schedules and reservations.	15%
5. Perform other related duties as assigned.	5%

### **ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Associate's Degree.

**EXPERIENCE:** One (1) year of related experience.

### **SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

### **SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Application and good knowledge of office practices and procedures;
- Experience working with Microsoft Office Suite;
- Effective customer service and telephone etiquette skills;
- Effective communication (oral and written) skills;
- Must maintain confidentiality of work related information and materials;
- Must establish and maintain effective working relationships;
- Should have knowledge of document imaging technology.

**2. Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**3. Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **INTERPERSONAL SKILLS:**

Courtesy, tact, and effectiveness in order to communicate with fellow workers, supervisors, and other members of the organization to request or transmit information, ask questions, get clarification, and exercise tact.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	<b>Administrative Office Assistant</b>
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

*The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.*

**I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.**

*X*

*Employee Signature*

*Date*