

Sam Houston State University Human Resources

Staff Classification Description – Administrative Assistant II

Skill Category: Clerical

Position (Employee) Class: 5N405 (N1); 5N406 (NA); 5N407 (NB)

Grade: 05

Date: 03/2015

Department: As assigned

Education & Experience Requirements: High School graduate or G.E.D. equivalent. One year relevant clerical experience or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs advanced clerical duties for a department, division or college.

Supervision Given & Received: Works under close supervision and may provide direction to student workers.

Primary Responsibilities: Performs advanced clerical functions to include data and document processing and provides general customer service. Type's letters, memorandums, reports and other materials. Performs data entry, verifies data and files. Maintains files. Performs receptionist duties, directs phones and walk-in customers, and schedules appointments. Runs standard reports. Solves routine problems to complete tasks or a repetitive nature. Receives and distributes mail. Performs other duties as assigned.

Other Specifications: Requires basic knowledge of general clerical functions. May require the ability to perform word processing. Requires accuracy in finding files, entering facts or figures, and operation of office equipment.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.