

JOB INFORMATION

Effective Date	9/2/2021
Job Code:	5122
Job Title:	Department Assistant IV
Salary Grade/Structure:	030 - Support Staff
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Department Assistant IV is responsible for providing professional level administrative, clerical, and financial support to an area or department. Work involves overseeing the processing of travel documentation, planning and development of accounting/budgetary relate issues, and preparing personnel and payroll documents. May oversee and give work direction to support staff and student workers.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree		Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum of 7 years in business or clerical experience.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledge of State of Texas reporting forms. 	Skilled

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of budget and planning procedures.	Skilled
• Competent oral and written communication skills.	Skilled
• Proficient organizational skills.	Skilled
• Ability to prioritize assignments and meet deadlines.	Skilled
• Ability to complete assignments on time and handle interruptions.	Skilled
• Knowledge of Microsoft Suite (Word, Excel, etc.).	Skilled
• Supervisory skills to manage and lead staff.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Responsible for providing general administrative support to an area or department.	15%
• Oversees information desk operations.	10%
• Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Prepares and reconciles monthly departmental accounts. Oversees cost centers, and makes adjustments to budget information. Prepares financial analyses and projections for operational needs.	15%
• Assists with budget planning and development. Responsible for the initiation of budget transfers for assigned department area.	10%
• Creates, updates and maintains departmental databases/websites and prepares recurring reports.	10%
• Provides support for special events, projects, and programs.	10%
• Coordinates the processing of personnel and payroll actions and documents such as electronic Personnel Action Request Forms (ePARs), Position Request Forms (ePRFs), and timekeeping.	15%
• Investigates and analyzes departmental problems/needs and makes recommendations for resolution.	5%
• May be responsible for the supervision and/or training of student workers; including defining job duties, overseeing employee performance, providing guidance and support, and communicating organizational needs in accordance with the University's objectives, policies and applicable laws.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description