

JOB INFORMATION

Effective Date	6/15/2023
Job Code:	5117
Job Title:	Office Assistant III
Salary Grade/Structure:	130 - Support Staff
Career Level Name:	S3 - Senior Support
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Administrative Support
Job Family:	Admin Support
Job Summary	The Office Assistant III is responsible for providing advanced clerical support to an area or office. Work may include compiling information, mail processing, data entry, record keeping, checking documents for accuracy, and maintaining files. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

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	
High School Diploma or GED	or GED	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of 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"> Competent oral and written communication skills. 	Proficient

Licenses and Certifications

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

KSAs	Proficiency
• Ability to prioritize assignments and meet deadlines.	Proficient
• Proficient organization skills.	Proficient
• Working knowledge of computers.	Proficient
• Attention to detail.	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provides general office support and serves as a resource for the resolution of any administrative matters.	30%
• Performs data entry, retrieval, and data searches.	10%
• Maintains folders, files, scans, and copies materials.	10%
• Responsible for entering, tracking, updating, and verifying information in PeopleSoft and/or department programs.	10%
• Interacts with students, clients, faculty, staff, and administration.	10%
• Prepares documents such as reports and correspondence.	10%
• May maintain supply inventory.	10%
• Performs general payroll and accounting functions for a small department or unit. Serves as P-Card holder.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
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	

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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
0%	