



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Clerical Assistant

JOB SUMMARY

Performs routine clerical work according to established policies and procedures. Under direct supervision, performs repetitive clerical tasks according to prescribed procedures and methods. Work may involve filing, verifying, listing, sorting, typing and related work with instructions being given for all new assignments. Once learned, work can be performed with some independence. Work is performed under close supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Function supervisor.

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Types labels, letters, bulletins, reports, memoranda and other materials from copy or rough draft.
- Makes simple posting to records.
- Prepares reports involving simple mathematical calculations.
- Acts as receptionist, answering inquiries according to established policies.
- Answers telephone and routes calls to appropriate person.
- Opens, sorts, and routes mail.
- Delivers reports, mail, and equipment to on-campus locations.
- Checks and signs for incoming shipments and checks requisitions.
- Operates office machines such as copier, computer, cash register, adding machine, microfilm projector or other office machines.
- Observes work and safety rules.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Proficiency in basic clerical and mathematical processes reflected by the completion of the 10th Grade. High school diploma or GED equivalent preferred.

EXPERIENCE

No previous experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to operate or learn to operate office machines required to perform the assigned work.
- Ability to perform mathematical calculations and/or verify information accurately.
- Positions involving typing, word processing or key entry may require an ability to pass a typing/word processing assessment.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to use a personal computer keyboard and read a personal computer screen.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to reach, sort, file, type, write by hand, operate a personal computer and perform data entry while performing essential functions.
- Ability to respond to emergency situations in a timely manner.
- Ability to operate essential office equipment that is necessary to perform the functions of this job.

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- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.