

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



OFFICE ASSISTANT

Class Code: 00790
Pay Range: 02

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under direct supervision, performs routine office work. May function as a receptionist or file clerk.

PRIMARY DUTIES

1. Receives and directs incoming calls and visitors. Responds to general inquiries regarding office operations.
2. Assists in maintaining records and filing systems. Codes, combines, copies, sorts and files documents according to defined procedures. Processes a high volume of similar routine transactions with clearly defined procedures.
3. Assembles and compiles basic data according to specific instructions. Utilizes manual and automated methods to enter and retrieve data.
4. Prepares and assists in preparing bulk mailings.
5. Delivers posts and retrieves documents and materials on campus.
6. Operates office equipment such as single and multi-line telephones, personal computers, typewriters, facsimile machines, and photocopiers.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to read, spell accurately, and write legibly; to communicate effectively; to operate manual and automated office equipment and keyboards; to file documents according to alphabetic and numeric sequences; to understand and follow oral and written instructions; to communicate effectively; to maintain effective work relationships; to perform arithmetic computations.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.