

OFFICE ASSISTANT IV					
Abbreviation:	Grade:	Union:	FLSA:	Code:	Job Group:
OFFICE ASSISTANT IV	10	CTU	N		

CLASSIFICATION: OFFICE ASSISTANT IV

Basic Function

Coordinates and initiates a wide range of clerical activities in order to support administrators and to facilitate the functioning of the department or unit. Compiles, verifies, processes and/or analyzes complex and/or specialized department information/data; independently renders decisions; interprets information; apprises customers of appropriate actions in order to facilitate the functioning of the department or unit.

Characteristic Duties and Responsibilities

- Receives, collects and processes complex and diverse information and independently renders decisions in order to contribute to information bases or request specific actions or to provide information for administrators, faculty, staff and external agencies.
- Prepares and/or assists in developing and compiling analytical reports.
- Interacts with University personnel, students, external agencies and the public, in order to verify information and make judgments in order to ensure that records and resultant actions are correct.
- Schedules appointments and maintains unit administrator(s) calendar(s); maintains files and records applicable to the office, including travel.
- Facilitates, prepares, and distributes agenda materials and records minutes for regular and special meetings for unit administrators.
- Assists in preparing administrative reports; independently gathers data and information from a variety of sources and performs research as necessary to screen and relay sensitive information administrators.
- Completes a wide range of computer tasks, including correspondence, reports, tables, agreements and other documentation.
- Types, edits and proofreads correspondence, letters, proposals and other materials.
- Interprets and summarizes materials in order to keep the administrators, faculty and staff informed of pertinent events and information.
- Interprets university policies and administrative procedures in response to inquiries and initiates necessary action.
- Prepares meeting rooms and audio-visual and other technology related needs.
- Attends meetings with and on behalf of administrators in order to acquire and disseminate information.
- Interprets terms and conditions of documents or agreements pertaining to expenditure of funds.

- Orders and maintains inventory of office supplies in order to facilitate the functioning of the department or section.
- Maintains and reconciles the bookkeeping records for multiple departments and/or programs in order to assist with budget planning, grant proposals and forecasting.
- Researches and collects data in order to assist in the preparation of grants, proposals and departmental reports.
- Completes project work independently in order to facilitate the functioning of the department or section.
- Performs duties normally associated with a Office Assistant III and Accounting Clerk II in order to assist in accomplishing the goals of the office or unit.

Communication/Interpersonal Relationships

Interacts with:

- Supervisor/Office Staff - in order to receive instruction, verify information and provide requested materials.
- Faculty/Staff/Students/Public - in order to exchange information and assist in problem solving.
- Co-workers - in order to assist in the completion of duties.
- University Departments - in order to exchange information and coordinate jobs.
- Outside Agencies/Institutions - in order to order services or provide requested materials or information and to verify information.

Responsibility for the Work of Others

Lead worker over regular and student employees.

Responsibility for Health and Safety of Others

No assigned responsibility.

Impact on Programs/Services/Operations

Errors in the accuracy of collected or distributed data could cause incorrect decisions to be made by departments, University officials and/or external agencies, including budget allocations, and grant approvals. The quality of the work performed reflects upon the image of the Department, its staff, and the University as a whole.

Work Environment

Standard office environment. The job requires moderate physical effort and involves sitting in one position and viewing a computer screen 26-75% of the time.

Education/Experience

The job requires: knowledge equivalent to that which normally would be acquired in the first two or three years in college, technical school or a related field; one to three years of related and progressively more responsible or expansive work experience in maintaining account ledgers, departmental operations, employment, or in performing tasks related to the area of employment; experience in word processing, editing and

composing correspondence, and maintaining spreadsheets and/or databases; or an equivalent combination of education and experience.

Additional Requirements

1. May require valid vehicle operator's license where needed to perform duties of the position.
2. Other skills and/or physical abilities required to perform duties of the position.
3. This position requires, or will require prior to the completion of the probationary period: knowledge of basic personal computer terminology and operations, and the ability to use e-mail and the Internet.

"This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty."

Date: 04/2015

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