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| MANUAL Student Employment Career Services | SECTION Student Job Description | | | PAGE 1 / 1 REVISED 7/18 |
| SUBJECT General Office Assistant | RANK x082 | GROUP II | CBC | PHYSICAL |

*Position specific

DEFINITION:

Under the limited supervision of a staff or faculty member, students usually perform all or part of the following duties:

CLERICAL/ADMINISTRATIVE:

- a) Assists in supervising and training general office aides.
- b) Coordinates the maintenance of record keeping and/or filing systems.
- c) Manages and operates common office machines such as fax, copier, and other computer equipment.
- d) Presents factual reports to supervisor.
- e) Answers the telephone, transfers phone calls and answers inquiries.
- f) Screens, sorts and distributes mail.
- g) Assists in taking inventory and ordering office supplies.
- h) Updates paperwork and maintains documents

BASIC QUALIFICATIONS:

Two (2) academic years (four semesters) as a General Office Aide or two (2) years' clerical experience.

QUALIFICATIONS FOR STARTING AT STEP:

Three academic years as a General Office Aide or three (3) years' clerical experience.