

The University of Akron
Classification Specification

Job Title:	Department Office Supp Spec	Job Code:	41111
Job Function:	Staff	Grade:	113
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	5/14

Job Summary:

Under direct supervision, provide general clerical support to an administrative or academic unit.

Essential Functions:

5%-50% Serve as receptionist, schedule appointments, respond to inquiries and provide requested information.

10%-50% Maintain and update filing systems by reviewing and verifying information using electronic or paper reports.

5%-30% Operate computers and other office equipment such as typewriters, calculators and facsimile machines. Prepare mailings in addition to typing and proofing documents.

5%-10% Maintain office equipment which includes ordering supplies, brochures and departmental materials.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 months experience in an office environment. Knowledge of the operation of general office equipment and computer based software packages required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.