

## Office Clerical Position Summary

	E/NE	Brief Duties	Qualifications	Range
<b>EXEC SUPPORT GROUP – Reports to President, VP, Asso VP, Ast VP, Dean</b>				
Exec Ast	E	Provides admin assistance to executives. Acts as the right hand and agent of the VP or Pres. May include acting as advisor to units under the control of VP or Pres. Assignments may be delegated to this position in order to free the exec's time for other commitments.	Band 4: Bachelors degree and 3 years of executive or similar support experience.	\$2,900 (34,800) \$3,480 (41,760)
Exec Admin Asso	E/NE	Provides administrative and high-level officer support to executive, which may include some duties of the Executive Assistant. This exempt position ensures that administrative actions within the executive's office are completed and may supervise other staff. This position may also be delegated some assignments from the executive in order to free the executive for other commitments, though not to the same extent that an Executive Assistant would perform in cases of the Office of the President or other vice presidential offices.	Band 3: HS/GED and 7 years of progressive administrative support experience, Three years of administrative support to a director level or above required. Bachelors degree preferred	\$14.40 to \$17.70 hr. / \$2,496 to \$3,068 mo. / \$29,952 to \$36,816 yr.
Exec Admin Ast Updated 08/26/2011 TV  SOC Code: 436011	E/NE	Provides high-level office and clerical support to executive office. This may include keeping the executive's calendar, drafting responses for the executive, and maintaining material of a highly confidential nature. This position, which may be either exempt or nonexempt, requires a higher level of accountability due to the high profile of the office and must be able to use discretion in determining appropriate responses to inquiries.	Band 3: HS/GED and 5 years of experience.	\$14.50 to \$18.75 hr. / \$2,515 to \$3,250 mo. / \$30,160 to \$39,000 yr.  Reference rate: \$14.50- \$32.50 hr./\$2,515- 5,633 mo. \$30,160- \$67,600 yr.
<b>DIRECTOR SUPPORT GROUP – Reports to Director, Asso Dean, Ast Dean</b>				
Admin Asso/Ast  SOC Code: 436011	E/NE	Provides administrative assistance to Director (Board Action Required), Asso and Ast Deans within a complex department.	Band 3: HS/GED and 7 years of experience.	\$14.40 to \$17.70 hr. / \$2,496 to \$3,068 mo. /

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		This position ensures that administrative actions within the office are completed and may supervise other staff. This position may also be delegated some assignments from the Unit Administrator in order to free him/her for other commitments. Position affords high degree of autonomy in budget, personnel and other matters for the department. Position provides independent oversight of programs or projects and has ability to speak on behalf of Unit Administrator.		\$29,952 to \$36,816 yr.
Admin Ast  SOC Code: 436011	E/NE	Provides administrative assistance to Director (Board Action Required), Aso and Ast Deans within a department. This position ensures that administrative actions within the office are completed and may supervise other staff. This position may also be delegated some assignments from the Unit Administrator in order to free him/her for other commitments, though not to the degree of an Admin Aso. Position may provide oversight to programs or projects.	Band 3: HS/GED and 5 years of related experience	\$12.80 to \$15.35 hr. / \$2,219 to \$2,661 mo. / \$26,624 to \$31,928 yr.
<b>OTHER ADMINISTRATIVE SUPPORT POSITIONS</b>				
<b>Administrative Support Assistant</b>		Receives callers at establishment, determines nature of business, and directs callers to destination. Obtains caller's name and arranges for appointment with person called upon. Routes incoming mail and calls. Performs secretarial duties under general supervision. Handles general secretarial duties including basic correspondence filing, and inputting data for reports on the basis of instruction from supervisors or other staff. May schedule appointments, gives information to callers, takes notes, and otherwise relieves other staff	Band 2, Admin Support Staff Soc Code: 436014	

		from clerical work and minor administrative detail.		
Admin. Supp Ast I		Other duties: Receives visitors and refers to appropriate person, office or information source. Answers telephone, screens and routes calls, and takes messages as appropriate. Interacts with visitors and phone callers in a courteous, friendly manner. Types correspondence, memoranda, reports, staff meeting minutes, manuscripts, and tables, travel vouchers, vendor invoices and other documents as needed. May be responsible for inventory of office supplies. Processes mail	HS/GED	\$10.00 to \$11.05 hr./\$1,733 to \$1,915 mo./\$20,800 to \$22,984 yr.
Admin Supp Ast II		Other duties: Types a variety of documents that may include class materials, publications, grants and other printed material. Creates and/or maintains office filing system. Schedules appointments, makes travel arrangements and keeps various logs. Answers general inquiries.	HS/GED and 2 years of customer service experience. Soc Code: 436014	\$10.00 to \$11.70 hr./ \$1,733 to \$2,028 mo./ \$20,800 to \$24,336 yr.
Sr Admin Supp Ast		Other duties: Assists with advisement of programs and/or policies and procedures. Prepares personnel and payroll forms. Maintains and inputs time and attendance records. Prepares requisitions, vendor invoices and/or work orders. Provides backup support in the absence of other office, clerical or financial personnel. May train and supervise staff and student employees. Maintains and updates various databases. Generates requested reports.	HS/GED and 4 years of customer service experience. Completion of the Ambassador Program within 1 year of hire Soc Code: 436014	\$10.00 to \$12.35 hr./\$1,733 to \$2,141 mo./\$20,800 to \$25,668 yr.
<b>ADMINISTRATIVE SUPPORT SPECIALIST POSTIONS</b>				
<b>Admin Support Specialist</b>		Performs and handles administrative duties of a complex nature including reports and personnel actions (excluding routine paperwork). Gives information to callers regarding University PPL. Provides secretarial support to staff, routes	Band 3: Administrative Support Contributor Soc Code: 436011	

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		mail and callers. May communicate standard procedural guidelines to staff and act as expert on-call for personnel procedures w/in the office. Has authority over administrative details of a confidential nature, and may supervise other clerical staff.		
Admin Supp Spclt I		Other duties: Researches information requests by officers. Monitors job manuals. Establishes, organizes, maintains and updates confidential filing systems. Orders equipment/inventory and maintains equipment/inventory lists. Prepares and generates reports. Maintains and updates databases. Acts as liaison between constituencies. Assists in budget preparation. May track and report expenditures. Coordinates communications for department. Assists in researching topics.	HS/GED and 4 years of clerical/customer service experience. Soc Code: 436011	\$10.05 to \$13.00 hr./\$1,742 to \$2,253 mo./\$20,904 to \$27,040 yr.
Admin Supp Spclt II		Other duties: Prepares accounting, personnel, payroll, and/or purchasing forms. Prepares periodic reports. Monitors and reconciles budgets, accounts. Collects and organizes data for reports and/or meetings. Ensures that facilities are maintained in an appropriate manner. Provides interpretive advice regarding procedures.	HS/GED and 6 years of clerical/customer service experience. Completion of the Ambassador Program within 1 year of hire. Soc Code: 436011	\$11.30 to \$14.25 hr./\$1,959 to \$2,470 mo./\$22,880 to \$29,640 yr.
Sr Admin Supp Spclt		Other duties: Coordinates delegated programs or projects for management staff. Coordinates flow of accounting, personnel, and payroll documents. Acts as a resource who interprets information in accordance with policies and procedures. Performs audits. Coordinates fund-raising efforts within the	HS/GED and 8 years of clerical/customer service experience. Completion of Ambassador and Leadership Development	\$12.75 to \$15.25 hr./\$2,210 to \$2,643 mo./\$26,520 to \$31,720 yr.

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		department. Oversees purchasing for department/unit. Resolves conflicts among students. Supervises updating of student and/or personnel files. May coordinate special student enrollment or other enrollment procedures within unit/department.	Program within 2 years of hire. Soc Code: 436011	
<b>NONEXEMPT FINANCIAL POSITIONS</b>				
<b>Financial Assistant</b>			Band 2: Advanced Administrative Support Staff	
Fin Ast I Updated 05/16/2016		Duties: Nonsupervisory, nonexempt position which applies accepted procedures to the preparation and maintenance of financial and business transaction data under supervision. Maintains accurate financial records; adheres to accounting and bookkeeping procedures.	HS/GED and 1 years of related experience Soc Code: 433031	\$10.45 to \$13.45 hr./\$1,811 to \$2,331 mo./\$21,736 to \$27,976 yr.
Fin Ast II 05/16/2016		Duties: Nonsupervisory, nonexempt position which performs a variety of complex clerical and entry level accounting activities applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records. Maintains computer-based spreadsheets. Verifies and reconciles monthly accounts and/or prepares monthly statements or reports. Prepares accounting, personnel and payroll forms. Maintains and inputs time and attendance records. Reviews claim and vendor invoices for accuracy. Verifies, corrects and updates data entry items. Maintains inventory. Acts as backup to other financial and administrative support staff.	HS/GED and 3 years of related experience. Soc Code: 433031	\$11.45 - \$14.80 hr./\$1,984 - \$2,565 mo./\$23,816-\$30,784 yr.
Sr Fin Ast 06/16/2016		Duties: Nonsupervisory, nonexempt position which performs a variety of complex clerical and entry level accounting activities applying accepted	HS/GED and 5 years related experience Soc Code: 433031	\$12.55 - \$16.30 hr. /\$2,175 - \$2,825 mo. / \$26,104 -

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		<p>procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports to ensure accurate accounting records. Supervises data entry reconciliation and production of monthly financial reports. Reviews documents for accuracy and completeness in compliance with department, college/division, and University procedures. Documents, records expenditures and prepares summary reports. Maintains, reconciles and inputs data in HRS. Serves as front-line fiscal liaison. Assists in BDS process.</p>		\$33,904 yr.
<b>Accounting Specialist</b>			Band 3: Administrative Support Contributor	
Accounting Spclt		<p>Duties: Paraprofessional position that assists in the application of principles of accounting and with experience may handle complex tasks. Requires knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records. Examines and analyzes accounting records for purposes of preparing statements and reports.</p>	<p>HS/GED and 4 years of experience in accounting/ Bookkeeping Soc Code: 132011</p>	<p>\$12.75 - \$17.35 hr./ \$2,210 - \$3,010 mo./ \$26,520- \$36,090 yr.</p>
Sr Accounting Spclt		<p>Duties: Paraprofessional position that performs a variety of accounting tasks as an entry-level accountant working under close supervision of an experienced accountant. Soc Code: 132011</p>	<p>HS/GED and 5 years' experience in accounting/ Bookkeeping. Bachelor's degree preferred.</p>	<p>\$14.00 - \$19.10 hr./ \$2,425 - \$3,310 mo./ \$29,120- \$39,730 yr.</p>

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