

**SEATTLE PACIFIC UNIVERSITY**  
**JOB DESCRIPTION (SAMPLE)**  
**LAST REVISED: OCTOBER, 2004**

JOB TITLE: Office Assistant (*Current position title*)  
 DEPARTMENT: ACCOUNTING (*Name of department*)  
 REPORTS TO: MANAGER, ACCOUNTING (*Direct supervisor of position*)  
 SUPERVISES: N/A (*Titles of positions that report to above position*)  
 FLSA STATUS: EXEMPT (*Salary*): \_\_\_\_\_ NONEXEMPT (*Hourly*):  X

**GENERAL SUMMARY:**

Performs secretarial and clerical duties. Assists the professional staff in the overall functioning of assigned area's programs. (*This is a brief, specific statement describing the position's duties in the organization. Normally, when persons are asked to explain what they do for a living" they generally respond with a short 4 or 5 sentence summary of their job. This is the type of information that should be in the General Summary section of the job description.*)

**ESSENTIAL JOB DUTIES:** (*What is this position expected to achieve? Provide a short description of the duties that are essential to this job. Duties that are secondary or marginal should not be included in this section.*)

**(Responsibilities, Accountabilities, and Competencies; May not include marginal duties of this job)**

<b>JOB DUTIES</b>	<b>% Time</b>
1. Greets visitors. Directs visitors to the appropriate area. Notifies staff of the presence/arrival of above. Maintains the receiving area in an orderly, uncluttered state. ( <i>The Essential Job Functions should be action oriented statements. Please see the attached list of action verbs for ideas.</i> )	20
2. Performs basic filing, copying, typing, data entry, and word processing duties. Keeps stationary current. Retrieves records as needed and directed. ( <i>Try to list the tasks that are most important and have the greatest impact on the success of the organization in order.</i> )	20
3. Screens incoming calls (information) and directs to appropriate personnel, including answering uncomplicated requests for information or contacting appropriate personnel. Relays information in an accurate and time efficient manner.	10
4. Assists professional staff with scheduling. Notifies customer of scheduling.	10
5. Provides support for efficient departmental operations: processes ordering of equipment and supplies; responsible for incoming and outgoing mail; etc.	30
6. Operates and assists in the maintenance of office equipment, i.e. fax, personal computers, multi-line telephones and copier.	5
7. Performs other related duties as assigned. ( <i>This statement should be added to the duties section in all job descriptions.</i> )	5

**ESSENTIAL QUALIFICATIONS:**

**(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)**

*(This section includes the **minimum** requirements of the position. Education and experience requirements should be based on qualifications required to perform the essential duties in this job description, not the educational accomplishments or experience of the incumbent. Specific educational credentials should not be listed as a requirement if the essential duties can be performed with experience only or a combination of experience and limited education)*

1. Education: Two year degree or equivalent course work in secretarial sciences and/or personal computer classes, or
2. Experience: One year experience working as an office assistant or secretary with word processing and/or other computer applications.
3. Licensure/Certification: N/A
4. Other Considerations: Typing of 45 wpm minimum with 90% accuracy. Legible handwriting. Ability to prioritize and receive direction from multiple people.
5. Equipment Used: Personal Computer, FAX machine, copy machine, telephones.

**PREFERRED QUALIFICATIONS:**

**(Any Equivalent Combination of Knowledge, Skills, Abilities, Education and Experience)**

*(This section includes the preferred requirements of the position. Include the knowledge and abilities that are relevant to the position..)*

1. Education:
2. Experience:
3. Licensure/Certification:
4. Other Considerations:
5. Equipment Used:

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This Job Description reflects Seattle Pacific University and the employee's best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This job description is not intended to exclude an opportunity for modifications due to business demands or providing reasonable accommodation. This job description is not intended to be a contract. Signatures below indicate supervisor and employee have read this Job Description and concur with the essential functions and essential qualifications of the job as listed.

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Employee Review: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_

Date: \_\_\_\_\_

(Fill in the form below by placing an X in the cells of the table which correspond to the working conditions of this job.)

<b>JOB ANALYSIS</b>					
<b>THIS JOB REQUIRES:</b>					
<b>N = NEVER</b>	<b>(Not Present)</b>				
<b>R = RARELY</b>	<b>(Less than 1% of workday)</b>				
<b>O = OCCASIONALLY</b>	<b>(2-33% of workday)</b>				
<b>F = FREQUENTLY</b>	<b>34-66% of workday)</b>				
<b>C = CONTINUALLY</b>	<b>(67-100% of workday)</b>				
PHYSICAL DEMANDS	N	R	O	F	C
<b>1. LIFTING/CARRYING:</b> (Raising or lowering an object from one level to another, including upward pulling. Transporting an object, usually holding it in the hands, arms or shoulders)					
1 - 5 lbs.				X	
6 - 10 lbs.			X		
11 – 20 lbs.		X			
21 – 25 lbs.	X				
26 - 35 lbs.	X				
36 - 50 lbs.	X				
50+ lbs.	X				
<b>2. PUSHING/PULLING</b>					
To exert force on or against an object in order to move it away. To draw towards oneself, in a particular direction, or into a particular position.				X	
Body part(s) used (check all that apply):	Arm/hand	Leg/foot	Right/left/ both	Whole body	
<b>3. SITTING:</b> (Remaining in the normal seated position)					
					X
<b>4. STANDING:</b> (Remaining on one's feet in an upright position at a work station without moving about)					
		X			
<b>5. WALKING:</b> (Moving about on foot)					
			X		
<b>6. STOOPING / BENDING:</b> (Bending body downward and forward by bending spine at the waist, requiring full use of the lower back and muscles)					
<b>7. KNEELING / SQUATTING:</b> (Bending legs at knees to come to rest on knee or knees).					
		X			
<b>8. CROUCHING:</b> (Bending body downward and forward by bending legs and spine)					
				X	
<b>9. TWISTING / TURNING:</b> (Rotating the torso. This includes turning of neck, upper and lower back and hips).					
					X
<b>10. CRAWLING:</b> (Moving about on hands and knees or hands and feet).					
		X			

PHYSICAL DEMANDS (continued)		N	R	O	F	C	
11.	<b>REACHING:</b> (Extending hand(s) and arm(s) in any direction).			X			
12.	<b>CLIMBING:</b> (Ascending/descending ladders, stairs, scaffolding, ramps, poles, and the like using hand and feet).	X					
13.	<b>BALANCING:</b> (Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving services).				X		
14.	<b>HANDLING:</b> (Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, e.g., to turn a switch).				X		
15.	<b>FINGERING:</b> (Picking, pinching, touching, feeling, or otherwise working primarily with fingers rather than the whole hand or arm as in handling).				X		
<b>COGNITIVE/SENSITIVE</b>							
1.	<b>TALKING:</b> (Expressing or exchanging ideas by means of spoken word).					X	
2.	<b>HEARING:</b> (Perceiving the nature of sounds by ear).					X	
3.	<b>SEEING:</b> (check all that apply)	Near Acuity 20 inches	Depth Perception	Accommodation	Far Acuity > 20 ft.	Field of Vision (degrees)	Color Vision
		X	X	X			X
OTHER:							
<b>ENVIRONMENTAL CONDITION FACTORS, DEFINITIONS AND EXAMPLES:</b> (Nature, quantity, duration,							
1.	Working Inside: % <u>100</u>						
2.	Working Outside: % <u>0</u>						
3.	Check all that apply and explain below:	Extreme Cold	Extreme Heat	Wet and/or Humid	Noise Intensity	Vibration	Atmospheric Conditions
		Electrical Shock	Work in High Exposed Places	Radiation (x-ray)	Explosives	Toxic or Caustic Chemicals	Proximity to Moving Mechanical Parts
Explanation: Employee's office is							

This description represents the requirements of the stated job based on discussions between the incumbent and supervisor. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a "best estimate" may have been used.

Employee Review: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_

Date: \_\_\_\_\_