

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Assistant

DEPARTMENT: Safety and Security

DATE: December 5, 2016

SCHEDULE: Flexible hours

FLSA: Non-exempt

REPORTING SUPERVISOR: Director

JOB FUNCTION:

Provides the support functions of the Safety and Security Department by assisting the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	25%	Daily	Uses mainframe, personal computer, keyboard, terminal, and software, keys data, types drafts, memos, and reports, prepares and runs queries and specs. Assists with key control, Access 2000 system, and ID system.
2.	10%	Ongoing	Using mainframe computer, keyboard, and terminal, accesses parking records, identifies offender and enters data. Using a form, lists offender's license plate number for those not in computer system, submits list by mail to Sheriff's Department for identification. Information from Sheriff's Department is compared to computerized student record, and entered into mainframe for billing.
3.	30%	Daily	Answers phones, including emergency call taking, dispatches security officers to calls, greets students, faculty and staff members, and visitors, combining information, making appointments, recording and distributing messages.
4.	10%	Daily	Using IBM computer, prepares and processes correspondence of the Director, from rough draft or dictated materials. Makes corrections in grammar, spelling, and punctuation.
5.	10%	As Needed	Using telephone, FAX, campus mail, and computer, sends and receives messages.
6.	5%	Daily	Using personal computer, keyboard terminal, software and printer, prepares and maintains daily work schedules for all three shifts.
7.	5%	Ongoing	Using organization skills, prioritizes work load so that reports are completed in a timely manner and deadlines are met, keeps both manual and computerized filing system current and keeps office supplies replenished.
8.	5%	Ongoing	Receives after-hour building passes from instructors, using PC computer enters data. Prints and distributes authorized after-hour building passes to instructors.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to use IBM personal and mainframe computer systems and Access 2000 system.
2. Excellent computer skills are necessary in order to do word processing and to maintain work flow/key control.
3. Ability to use a copy machine to duplicate information.
4. Ability to use a fax machine and telephone to record and distribute messages.
5. Attention to detail and concentration for proofing documents and providing accurate corrections.
6. Ability to be discreet with confidential matters.
7. Ability to maintain confidential information and files.
8. Ability to greet visitors and conduct business in a friendly, professional manner.

9. Ability to use a two-way radio to dispatch calls to security officers and physical plant staff.
10. Ability to maintain professional appearance.
11. Ability to maintain an attractive, comfortable and professional office.
12. Excellent interpersonal communication skills are required for communicating effectively with visitors, law enforcement students, faculty and staff.
13. Ability to maintain filing systems, manual and computerized.
14. Ability to prioritize tasks and adapt as situation demands.
15. Ability to remain calm under stress and meet deadlines.
16. Ability to work independently, to organize and set work loads.
17. Ability to set goals and complete assignments in a timely manner.
18. Ability to deal with a variety of tasks and deadlines simultaneously.
19. Ability to think logically in problem solving.
20. Ability to operate a motor vehicle for off-campus deliveries and pick-ups.
21. Ability to work with a diverse group of people.
22. Ability to change priorities as situation demands.
23. Ability to handle emergencies in a calm manner.
24. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
25. Must have a completed FAFSA on file with the Financial Aid Office for the current academic year.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.