WASHINGTON STATE UNIVERSITY
Sample Job Duties

Position Title

Employee Type	CS-Civil Service
Title/Title Code	Office Assistant 1/100H
Pay Rate	M
Pay Range	25
Function/General Scope	In support of office operations, perform clerical duties such as establishing and maintaining record keeping/filing systems and/or data base files, serving as receptionist, performing mathematical calculations and copying materials.

Position Details

Position Summary	The Office Assistant 1, under direct supervision, is responsible for converting a variety of documents from hardcopy to electronic format. Duties include scanning documents using established batch classes; operating scanning hardware and software; performing quality control functions for scanned document; and performing basic troubleshooting and maintenance for scanned hardware. The incumbent also assists other office areas as requested. This may include, but is not limited to receptionist, copying and filing.

Job Duties

% of Time	Essential Function	Job Function	Duties
50	Yes		-Scans documents using established batch classes. -Operate scanning hardware and software. -Performs quality control functions for scanned documents. -Performs basic troubleshooting and maintenance functions for scanned hardware.
40	Yes		-Sorts, files and tabulates various documents and records. -Enters and retrieves data using electronic fields and assists with compiling statistical data.

			-Sorts and prepares documents for scanning. -Maintains electronic and paper files.
5	Yes	Back-up	-Assists other office areas as needed, such as backing up the receptionist, copying and filing.
5	No	Other Duties as Assigned	-Performs other related duties as required.

Supervisory/Lead Responsibilities

	None

Position Qualifications

Classification Requirements	High school graduation or equivalent OR six months of clerical work experience; OR equivalent education/experience.
Position Specific Qualifications	
Preferred Qualifications	-Experience using Microsoft Office software. -Experience sorting and filing records. -Experience serving as a receptionist.