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 performs routine office support activities, such as checking in/out of equipment to students, filing and organizing, basic maintenance of established database systems, and shipment tracking duties. Other duties include assisting with scheduling supervisor's calendar, tracking inventory, and performing routine clerical tasks as requested.

Job Duties

% of Time	Essential Function	Job Function	Duties
50	Yes	Broadcast Equipment Tracking & Inventory	-Checks in/out equipment for all courses, including Broadcast 350. -Assists with coordination and scheduling of work-request activities and incident reporting related to broken equipment. -Checks broadcast equipment inventory on a daily basis to ensure broken equipment is identified and kits are complete. -Assists in keeping broadcast equipment parts and consumables organized and stocked for use. -Assists the Fiscal Specialist in ordering parts and tracking shipments.

20	Yes	Database Maintenance	-Performs simple database maintenance for card lock systems; inputs/removes students from this system. -Assists in the creation of, and maintains a simple database for computer and equipment licenses within the college. -Assists in the creation of, and maintains a simple database for tracking persons checking in/out equipment.
20	Yes	File Maintenance	-Maintains existing software media file system. -Ensures software media are filed correctly. -Creates new files; archives older files as requested. -Creates and maintains other filing systems as requested.
5	Yes	General Support	-Assists supervisor with management of daily calendar; schedules meetings and appointments as requested. -Performs general clerical support tasks for lab monitors as needed. -Assists the Office Assistant 3 in Dean's Office with inventory and surplus control.
5	No	Other	-Performs other related duties as assigned.

Supervisory/Lead Responsibilities

	None

Position Qualifications

Classification Requirements Position Specific Qualifications	High school graduation or equivalent OR six months of clerical work experience; OR equivalent education/experience.
Preferred Qualifications	-Experience maintaining recording keeping systems. -Experience with Microsoft Office applications including Word, Excel, and Outlook. -Knowledge of Microsoft Access or similar database program for database entry tasks.