**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for administrative and clerical work including complex clerical duties associated with the processing and maintenance of specific departmental records as assigned. Incumbent relieves supervisor of routine clerical duties and has the authority to exercise discretion and judgment in a variety of areas.

**Examples of Work Performed**
Prepares, processes and maintains specific departmental records, as assigned.

Prepares and maintains all departmental personnel, payroll and leave records or student academic records and files, as assigned.

Informs departmental staff and students of changes in policies and procedures.

Monitors departmental employment process of new employees to ensure that University policies and procedures are implemented.

Assists with the preparation and maintenance of all fiscal documents for department.

Prepares summary maintenance reports for data processing.

Provides assistance to staff and students in retrieving permanent academic record data.

Performs related duties or similar as required or assigned.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs complex clerical duties involved in the processing and maintenance of specific departmental records.

2. Prepares reports concerning departmental activities.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special
consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements for this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; stoop, kneel, crouch or crawl; climb or balance and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).
  
  AND

- **Experience:**
  Two (2) years experience related to the above described duties.

- **Licensure:**
  Must have a valid driver’s license upon employment and a State of Mississippi driver’s license within (30) days of employment.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.