Definition of Class
The incumbent in this position performs clerical and typing tasks in the processing of varied office materials. Incumbent also collects and verifies information, and composes correspondence as needed or assigned.

Examples of Work Performed
Types graphical text, including figures, equations, and tables for reports and proposals.

Composes and types a variety of material, either from rough copy or acquired data, including correspondence requiring application of departmental procedure and policy.

Transcribes dictation from recorder, submits for proof, and makes corrections as necessary.

Answers and directs incoming telephone calls and places long-distance calls upon request. Sorts and distributes mail, and duplicates documents for staff members as required or requested.

Prepares and maintains regular and special office files.

Greets and directs office visitors to appropriate personnel.

Runs errands for the department.

Assists in the shipping of packages via express mail services or UPS; receives incoming shipments, and notifies addressee of its arrival.

Schedules appointments for supervisor as required.

Performs similar or related duties as assigned or required.

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. Types, copies, and collates general material such as correspondence, tests, and manuscripts.
2. Serves as receptionist.
3. Maintains office files.
4. Assists in shipping packages.
5. Prepares outgoing mail and distributes incoming mail.
**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 of 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 regularly required to sit; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand or walk; and to reach with hands and arms; and to stoop, kneel, crouch or crawl; and to climb or balance.

**Experience/Educational Requirements:**

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

**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.

Rev. 04/01/2015

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