Definition of Class
Incumbent in this class is responsible for performing routine clerical and typing tasks involved in processing varied office materials. The work is performed in accordance with comprehensive detailed instructions from the immediate supervisor. The incumbent has frequent contact with persons either within or outside the agency.

Examples of Work Performed
Performs routine clerical and typing tasks involved in processing varied office materials such as letters, manuscripts, newsletters, requisitions, memoranda, and reports or summaries.

Sorts and distributes incoming mail; prepares outgoing mail.

Places local and long distance calls upon request; refers incoming telephone calls and visitors to the appropriate person or functional area.

Distributes information, brochures and forms for the department.

Assists in maintaining a filing system for classifying, retrieving, and disposing of such materials as correspondence, record reports and other documents.

Deals with the sorting and mailing of large and small mail outs of letters and various materials as required.

Assists in the ordering of office supplies.

Performs related or similar duties as required or assigned.

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 routine clerical tasks such as processing various office materials, sorting, distributing and preparing mail, filing, and ordering supplies.

2. Distributes information brochures and forms.

3. Refers incoming calls and visitors.

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 frequently required to sit. The incumbent is occasionally required to stand.

**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.

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