Definition of Class
This is a position in which the incumbent produces correspondence and reports and provides word processing instruction, advice, and support to office personnel. Incumbent may exercise supervision over a clerical position of lower classification.

Examples of Work Performed
Transcribes and proofs correspondence.

Provides advice, assistance, and instruction to other staff members concerning the operation of a word processor.

Generates and proofs merge documents for mass mailings regarding various subjects.

Composes routine correspondence for signature by Department Head.

Assists callers and visitors with their requests.

Maintains accurate mail and telephone information lists.

Assumes the duties of other clerical positions in their absences.

Supervises student workers in their assigned duties.

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. Produces correspondence and reports.
2. Provides word processing instruction, advice, and support to office personnel.
3. Assumes duties of clerical positions in an individual's absence.
4. Produces and maintains official mail and telephone information lists.
5. Generates and proofs merge documents for mass mailings.

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 20 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 and reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

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

AND

Experience:
Three (3) years experience related to the above described duties.

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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