

Job Title:	Office Associate III
Grade Level/Terms of Employment:	Grade 109 / Twelve-month (260 days)
FLSA Status:	Non-Exempt
Work Location:	Risk Management
Immediate Supervisor:	Coordinator, Risk Management

General Description:

Performs clerical work performed in an office setting. Work requires sitting, occasional walking, light lifting of office items up to 10 pounds, fingering and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

Essential Duties and Responsibilities:

- Plans, initiates and carries to completion office support activities
- Maintains logs on incoming correspondence and action documents and follows up on work in progress to ensure timely response or action
- Maintains supervisor's calendar as required, formats and types confidential and general correspondence, reports, and statistical data
- Tabulates and prepares reports of financial data, and makes travel arrangements
- Operates a personal computer and related equipment to produce correspondence, reports, charts and other materials using numerous management techniques to enter, edit, print and file data
- Maintains all leaves, payroll, and personnel records, clerical records and reports
- Greets customers in person or on the telephone; answering or referring inquiries
- Maintains customer confidence and protects operations by keeping information confidential
- Maintains office supplies by checking stock to determine inventory levels, anticipating needed supplies; placing and expediting orders
- Keeps equipment operational by following manufacturer's instructions and procedures; Secures information by completing database backups
- Provides historical reference by utilizing filing and retrieval systems
- Maintains technical knowledge by attending educational workshops and reading administrative support publications
- Performs other related duties as assigned

Qualifications:

- High school diploma or its equivalency, plus one year of office associate experience
- Must have a general knowledge of business office procedures, practices and equipment and the ability to quickly learn operations of the office and other duties as assigned
- Must have the ability to perform mathematical calculations and demonstrate excellence in business English, grammar, spelling and punctuation
- Excellent communication, organizational and public relations skills required
- Must be able to establish and maintain effective working relationships with others and be adaptable to changing priorities

- Must have the ability to efficiently organize assignments, effectively handle multiple assignments simultaneously, and work effectively under minimum or no supervision is essential
- Must have the ability to exercise tact, good judgment and demonstrate initiative in the completion of assignments
- Excellent computer skills are required