

Staff Assistant (Non Exempt)	
Title	Staff Assistant I
Minimum Education and Work Experience	Effective skills and aptitude and specified in the job description.
Work Scope	The primary duty is the performance of administrative support duties under direct supervision/guidance supervision in either a department or central administrative office. Relies on instructions and pre-established guidelines to complete tasks; which are routine in nature.
Responsibilities	Performs duties and responsibilities as specified in the job description, which may include: answers telephones; directs visitors; resolves or refers a range of administrative problems and inquiries; establishes, maintains, and updates files, databases, records, and other documents; sorts, screens, and distributes incoming and outgoing mail; composes and word processes a variety of standard documents and correspondence; performs data entry; processes forms; arranges logistics for special projects and events such as conferences, office activities, meetings and seminars; schedules appointments for senior staff members; makes travel and lodging arrangements; maintains and reconciles routine accounting records for the department/division; orders, stocks, and distributes office supplies; ensures maintenance of office equipment; uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and format data and reports; and coordinates with other departments to accomplish specialized tasks by obtaining relevant data.
Salary Grade	13

Staff Assistant (Non Exempt)	
Title	Staff Assistant II
Minimum Education and Work Experience	<p style="text-align: center;">2 years of office work experience or an Associate's degree or certification(s) in a designated field.</p> <p>Effective skills and aptitude as specified in the job description such as knowledge of word processing applications as demonstrated through completion of BIS 1420 (Word Processing Applications), equivalent course, or testing.</p> <p>USU Procedures training, confidentiality training, spreadsheet and internet demonstrated computer skills by successful completion of Ethics, Operating Systems, Word Processing, and Email modules of the Computer Information Literacy exam.</p> <p style="text-align: center;">Successful completion of additional trainings and/or certifications as specified by department.</p>
Work Scope	<p style="text-align: center;">The primary duty is the performance of administrative support duties under general supervision/guidance in either a department or central administrative office. Relies on limited knowledge, experience and pre-established guidelines to compete tasks; which are semi-routine in nature.</p>
Responsibilities	<p>Performs duties and responsibilities as specified in the job description, which may include: answers telephones; directs visitors; resolves or refers a range of complex administrative problems and inquiries; serves as a liaison with other departments concerning the activities and operations of department/division; establishes, maintains, and updates files, databases, records, and other documents; sorts, screens, and distributes incoming and outgoing mail; composes and word processes a variety of standard documents and correspondence, which may be confidential in nature; performs data entry; processes forms; arranges logistics for special projects and events such as conferences, office activities, meetings and seminars; schedules appointments for senior staff members; makes travel and lodging arrangements; maintains and reconciles routine accounting records for the department/division; orders, stocks, and distributes office supplies; ensures maintenance of office equipment; uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and format data and reports; coordinates with other departments to accomplish specialized tasks by obtaining relevant data; researches information, compiles statistics, and gathers and computes various data; and prepares special or recurring reports, summaries, or replies to inquiries.</p>
Salary Grade	14

Staff Assistant (Non Exempt)	
Title	Staff Assistant III
Minimum Education and Work Experience	<p style="text-align: center;">Meets requirements under level II.</p> <p style="text-align: center;">6 years directly related office support work experience with increasing responsibilities or an Associate's degree or certification(s) in a designated field plus 4 years of directly related office support work experience with increasing responsibilities or a Bachelor's degree in a designated field plus 2 years of directly related office support work experience with increasing responsibilities.</p> <p>Effective skills and aptitude as specified in the job description such as knowledge of and skill in all areas of office support including business communications, as demonstrated through completion of BIS 2550 (Business Communication), equivalent course, or testing. Successful completion of additional trainings and/or certifications as specified by department.</p>
Work Scope	<p style="text-align: center;">The primary duty is the performance of administrative support duties under limited supervision/guidance in either a department or central administrative office. Uses knowledge and related experience to compete tasks of moderate scope where analysis of situations or data is required.</p>
Responsibilities	<p>Performs duties and responsibilities as specified in the job description, which may include: answers telephones; directs visitors; resolves or refers a range of complex administrative problems and inquiries; serves as a liaison with other departments and external constituencies in the resolution of matters concerning the activities and operations of department/division; establishes, maintains, and updates files, databases, records, and other documents; sorts, screens, and distributes incoming and outgoing mail; composes and word processes a variety of complex documents and correspondence using knowledge of scientific, literary or other technical terms and which may be confidential in nature; performs data entry; processes forms; arranges logistics for special projects and events such as conferences, office activities, meetings and seminars; schedules appointments for senior staff members; makes travel and lodging arrangements; balances, monitors, and reconciles department/division monthly ledgers, budgets, and financial reporting system reports; orders, stocks, and distributes office supplies; ensures maintenance of office equipment; uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and format data and reports; coordinates with other departments to accomplish specialized tasks by obtaining relevant data; researches information, compiles statistics, and gathers and computes various data; prepares special or recurring reports, summaries, or replies to inquiries; advises and directs other support staff in the department/division; and assists in making work assignments;</p>
Salary Grade	15

Staff Assistant (Non Exempt)	
Title	Staff Assistant SR
Minimum Education and Work Experience	<p style="text-align: center;">Movement to this level is <u>not automatic</u>; it is based on criteria established by the department in addition to the minimum education and experience requirements.</p> <p style="text-align: center;">Meets requirements under level III.</p> <p style="text-align: center;">10 years directly related office support work experience with increasing responsibilities or an Associate's degree or certification(s) in a designated field plus 8 years of directly related office support work experience with increasing responsibilities or a Bachelor's degree in a designated field plus 6 years of directly related office support work experience with increasing responsibilities.</p> <p style="text-align: center;">Effective skills and aptitude as specified in the job description. Successful completion of trainings and/or (re)certifications as specified by the department.</p>
Work Scope	<p>The primary duty is the performance of administrative support duties in either a department or central administrative office. Uses knowledge and related experience to complete tasks of significant scope where analysis of situations or data as required. Exercises judgment and make decisions affecting tasks or procedures for which they are accountable.</p>
Responsibilities	<p>Performs duties and responsibilities as specified in the job description, which may include: all duties listed in level III plus researches information, compiles statistics, and gathers, computes and analyzes various data and sources; prepares various complex reports, summaries, or replies to inquiries; advises and directs other support staff in the department/division; makes work assignments and reviews work for accuracy and completeness; relieves administrator of some administrative responsibilities; assists unit management and staff in problem solving, project planning, and development and execution of stated goals and objectives; and interprets and communicates departmental/division policies, procedures, rules and regulations.</p>
Salary Grade	16

Staff Assistant (Non Exempt)	
Title	Staff Assistant Lead
Minimum Education and Work Experience	<p style="text-align: center;">Movement to this level is <u>not automatic</u>; it is based on criteria established by the department in addition to the minimum education and experience requirements.</p> <p style="text-align: center;">Meets requirements under Senior level.</p> <p>15 years of directly related office support work experience with increasing responsibilities or an Associate's degree or certification(s) in a designated field plus 13 years of directly related office support work experience with increasing responsibilities or a Bachelor's degree in a designated field plus 11 years of directly related office support work experience with increasing responsibilities.</p> <p>Effective skills and aptitude as specified in the job description. Successful completion of trainings and/or (re)certifications as specified by the department.</p>
Work Scope	<p>The primary duty is to oversee all administrative support functions in either a department or central administrative office; within established procedures but with relative independence. Uses advanced knowledge, developed skills, and experience to compete tasks. Works on a variety of problems where analysis of situations or data requires an evaluation of a variety of factors. Routinely exercises judgment and make decisions affecting tasks or procedures for which they are accountable.</p>
Responsibilities	<p>Performs duties and responsibilities as specified in the job description, which may include: all duties listed in the Senior level plus analyzes unit operating practices and assists in developing and implementing internal procedures; and coordinates and implements office services such as payroll, purchasing, records control, projects and budget accounting operation.</p>
Salary Grade	17