**HARRISBURG AREA COMMUNITY COLLEGE**

**CLASSIFICATION DESCRIPTION**

**CLASSIFICATION DESCRIPTION TITLE: ADMINISTRATIVE OFFICE TECHNICIAN**

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<thead>
<tr>
<th>FLSA STATUS:</th>
<th>Non-Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for performing more complex data entry, compiling reports, transcribing meeting minutes, creating basic correspondence, conducting research, and performing basic quantitative quality assurance reviews. Basic knowledge of applicable laws and regulations and departmental polices and procedures are required at this level.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**(These duties are a representative sample; position assignments may vary.)

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<thead>
<tr>
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<th><strong>Illustrative only – not inclusive of every task assigned to a position.</strong></th>
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<tbody>
<tr>
<td>1.</td>
<td>Performs various routine clerical duties, utilizing standard office equipment, to include: screening incoming calls; taking and transmitting messages; maintaining calendars; keying information into databases; making photocopies; performing data entry; faxing documents; typing; and word processing.</td>
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<td>2.</td>
<td>Processes information in specified computer system; creates and updates forms, letters, contracts, spreadsheets, tests, and calendars within established guidelines.</td>
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<td>3.</td>
<td>Types a variety of documents with utmost accuracy, which may include: correspondence, reports, memos, notices, forms, contracts, schedules, meeting agendas and minutes, and/or other related materials.</td>
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<td>4.</td>
<td>Maintains a variety of files and records which may include entering, sorting, and verifying data into an assigned computer system.</td>
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<td>5.</td>
<td>Assists in preparing, maintaining, and processing payroll and related documentation files; monitors and tracks timesheets as needed and investigates payroll problems.</td>
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<td>6.</td>
<td>Assists with coordinating department activities, such as tracking work and change orders, generating and tracking purchase orders, arranging for equipment repair, researching information, and providing related support.</td>
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<td>7.</td>
<td>Performs spot checks of inventory and requisitions supplies as needed.</td>
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8. Performs other duties as assigned.

**Training and Experience** (positions in this class typically require):
High School Diploma or G.E.D., and two years of general clerical and/or customer service experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
Ability to accurately type 35 words per minute.

**Licensing Requirements** (positions in this class typically require):
- None Required.

**Knowledge** (position requirements at entry):
Knowledge of:
- Clerical and office support practices;
- Assigned department operations and functions;
- Customer service principles and practices;
- Recordkeeping principles;
- Basic mathematical concepts;
- Filing procedures and practices;
- English language, grammar, and punctuation.

**Skills** (position requirements at entry):
Skill in:
- Operating a variety of office equipment, including a computer and related software applications, telephone, fax machine, and adding machine;
- Maintaining files and records;
- Principles and practices in assigned area;
- Preparing a variety of business correspondence, records, reports, documents and forms;
- Following oral and written instructions, policies, and procedures;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
Physical Requirements:
Positions in this class typically require: fingerling, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (08/08/2007)