Position Description
The Office Assistant supports the Administrative Operations Support Specialist and the Operations Support Assistant, by performing clerical and receptionist duties. This position also involves providing dispatch support and excellent customer service to walk-in customers and those who phone the Security Services office. Office Assistants work scheduled hours, Monday-Friday, between 0800-1600 and may receive direction from other department staff full time staff.

Essential Job Functions and Responsibilities:

- Assist Administrative Operations Support Specialist and Support Assistant with administrative tasks and complete projects as assigned.
- Assist walk-in customers and serve as an ambassador to the campus community and visitors.
- Process and fill key requests.
- Issue parking permits and maintains a working knowledge of the parking program.
- Receive, log, and notify recipients/owners of package/gift deliveries and lost and found items.
- Deliver mail and newspapers to the mail room.
- Answer multi-line phones.
- Operate 2-way radio.
- Maintain a log of shift activities.
- Monitor fire alarms, burglar alarms, security cameras, card access and related computer programs.
- Interact with Tacoma Fire and Tacoma Police via radio and phone.
- Maintain a working knowledge of department standard operating procedures.
- Maintain a professional appearance.
- Assist in maintaining office cleanliness.
- Maintain cooperative relationships with co-workers and other departments.
- Maintain First Aid/CPR/AED certification.
- Maintain working knowledge of campus geography.

Supervisory Responsibilities
(What positions does this position supervise, if any? What is the extent of the supervisory/management responsibilities?)
No Supervisory Responsibilities.

Budget Responsibilities
(What budget responsibilities does this position have, if any?)
No Budget Responsibilities
Minimum Requirements (candidates must possess these requirements in order to be hired into this position):

- Maintain a GPA of 2.0 or better.
- Physically capable of meeting the requirements of general office duties, using a telephone, operating 2-way radio system, using computers and maintaining records. Commitment to serve fairly, protect, and communicate, within a diverse campus community.

Candidates must be able to explain and/or demonstrate that they possess the knowledge, skills, and abilities to safely perform the essential functions of the job, with or without reasonable accommodation. (List the minimum requirements necessary for an individual to be successful in this position. Include education, work experience, knowledge, skills and abilities. If there are physical duties, include what they are as specifically as possible based on validated information—\textit{i.e.: lift up to 50 pounds}.)

- Operate standard keyboard and telephone.
- Customer service.
- General clerical skills and abilities.

This Position:

- Requires a degree, specific licensure/certification, or other credentials
  Degree/credential required:
- Requires the use/operation of a personal, rented, or university vehicle to conduct university business on a regular basis