DUTY STATEMENT

Behavioral Health Services Oversight & Accountability Commission

PART A	
Human Resources	
Position No: 475-550-4870-XXX	**Date: 11/1/2026**
Class: Student Assistant	**Name: VACANT**
Subject to Conflict of Interest: No	**CBID: E**

Description of the position's organizational setting and major function:
Under the general supervision of the Manager I, the Student Assistant performs a variety of duties and tasks supporting the Human Resources unit. These duties and tasks consist of records management, creating and organizing paper and digital files, updating templates and printing and scanning various documents.

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Provide clerical support to HR staff, including filing, scanning, printing and organizing documents. Maintain and update physical and electronic records, files and reports with accuracy and confidentiality. Assist with maintaining shared drives and databases, applying naming conventions, and ensuring documents are complete and property filed.
35%	Support ongoing HR projects by updating tasks, templates and projects. Assist in tracking project progress and coordinating with HR staff to maintain workflow visibility.
20%	Assist in the preparation of draft documents, including proofreading, formatting and editing content to ensure accuracy and compliance.
5%	Attend meetings and take clear and accurate meeting notes for staff review. Monitor and organize HR office supplies. Assist with preparing workspaces and/or conference rooms for onboarding, interviews and meetings.

NON-ESSENTIAL FUNCTIONS	
5%	Assist with various office duties and special projects as needed.

OTHER

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					x
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					x
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					x
WALKING: Within the department to various units.			x		
SITTING: Work station; meetings; training.					x
STANDING: Copy documents; review records.				X	
BALANCING:	x				
CONCENTRATING: Review documentation for accuracy; complete forms.					x
COMPREHENSION: Understand content of meetings, trainings and work discussions; facilitate the dynamic of team work.					x
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					x
LIFTING UP TO 10 LBS:			x		
LIFTING 10-25 LBS:		x			
LIFTING 25-50 LBS:	x				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					x
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					x
CARRYING: Transport documents.			X		
CLIMBING: Stairs.	X				
BENDING AT WAIST: Use copier; access low file drawers.			x		
KNEELING: Access low file drawers.			x		
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.		X			
DRIVING: Special events.	x				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					x
WORKING INDOORS: Enclosed office environment.					x
WORKING OUTDOORS: Special events.		x			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		x			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature_____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____