



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job Is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
2.00 Perform assigned office functions	A1				
2.01 Responsible for exporting all transcripts	A1	5%			2.01 Transcripts were exported appropriately.
2.02 Assist in maintaining and distributing all NCAA Clearinghouse Information.	A1	1%			2.02 Clearinghouse information was maintained and distributed.
2.03 Assist with maintaining cumulative folders.	A1	4%			2.03 Cumulative folders were maintained.
2.04 Serve as selective service registration agent	A1	3%			2.04 Selective service duties were performed accurately.
2.05 Manage and supervise the work of the OJT students.	A1	2%			2.05 OJT students were managed properly.
2.06 Meet with administrative and support as part of the decision making team.	A1	1%			2.06 Attended all meetings as directed.
2.07 Responsible to print and distribute report cards and progress reports.	A1	2%			2.07 Report cards and progress reports were printed and distributed.
2.08 Other duties as assigned.		5%			2.08 Performed other duties as assigned in a timely manner.