

# How to View a Classification Description (Job Description)

## How to view a Classification Description

1. Access the PeopleAdmin system via [my.untssystem.edu](https://my.untssystem.edu), click the link to the PeopleAdmin system and log in using your EUID and password.



Login to PeopleAdmin, Inc.

**EUID**

> [Forgot your password?](#)

> [Need Help?](#)

**Password**

**Don't Remember Login**



2. You will need to change your system view by clicking the three dots in the top left hand corner. This allows you to toggle through the different system views based on what the user is trying to accomplish.



3. Once the menu opens up, click on Position Management.



4. You know you are in the position management screen when the heading color changes to orange. Click on classifications and select the category that the description that you are looking for would fall under (staff, faculty etc.).



5. At this point, all classifications will be presented. In order to narrow your search you can either enter the full job title or a part of it (administrative specialist or simply type administrative) in the search bar and then click search.

## Staff Classifications

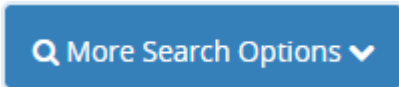
To add a new column to the search results, select the column from the drop down list.



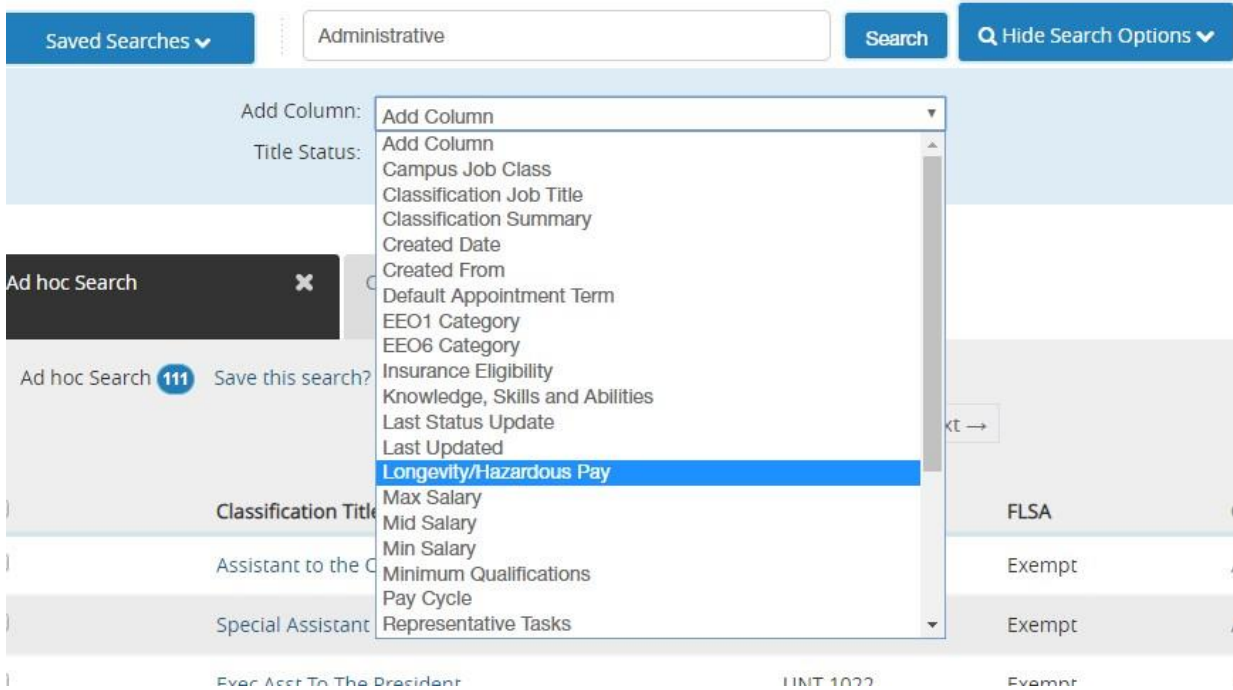
6. Your search results will comprise off all job descriptions that has the word or phrase that was entered or that falls into the search category. Note the standard information that comes up in each search (classification title, job code, FLSA and classification status). Each result will also show the specific business unit where the position resides (UNT, HSC, DAL, SYS).

<input type="checkbox"/>	Classification Title	Job Code	FLSA	Classification Status
<input type="checkbox"/>	Administrative Assistant			Approved
<input type="checkbox"/>	Police Accreditation Spclst	UNT-81070	Exempt	Approved
<input type="checkbox"/>	Professional Standards Coord	HSC-80210	Nonexempt	Approved

7. If you wish to have additional information displayed in the search results, or narrow your search criteria, click the more search options button.



8. You will see a new drop down menu appear labelled Add Column. Click the drop down arrow and select the new information that you would like to see displayed. The information will then be added to the search results.



You may also hover over the top of each column and use the arrows to sort the list.

Find and select the job description that you wish to view, you will then be able to see all the classification details for the position.

Classification Details [Edit](#)

Classification Information

Classification Title	Administrative Associate
Job Code	HSC-53400
FLSA	Nonexempt
Salary Grade	HSC-05A
Retirement Eligibility	Yes
Vacation Eligibility	Yes
Sick	Yes
Insurance Eligibility	Yes
Longevity/Hazardous Pay	Yes
Campus Job Class	Classified Class
Default Appointment Term	12 MONTH
EEO1 Category	Administrative Support Workers
EEO6 Category	Secretarial/Clerical
SOC Code	Administrative Asst, not Legal, Medical, and Exec
Pay Cycle	Monthly
Min Salary	\$27,960
Mid Salary	\$34,956
Max Salary	\$41,952

Please note that the information displayed is representative of the classification across the entire business unit and not specific to any one position.

Minimum qualifications, KSAs and representative tasks are all denoted at the classification level and will form the base for all jobs within the category.

<b>Classification Summary</b>	Perform routine clerical and administrative functions such as preparing routine correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
<b>Representative Tasks</b>	<ul style="list-style-type: none"> <li>• Use computers for various applications, such as database management or word processing.</li> <li>• Answer telephones and transfer calls to appropriate individuals.</li> <li>• Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.</li> <li>• Greet visitors or callers and direct them to the appropriate persons according to their needs.</li> <li>• Complete forms in accordance with company procedures. Make copies of correspondence or other printed material.</li> <li>• Operate electronic mail systems and coordinate the flow of information, internally or with other organizations. Compose, type, and distribute meeting notes, routine correspondence, or presentations.</li> <li>• Open, read, route, and distribute incoming mail or other materials.</li> <li>• Mail newsletters, promotional material, or other information.</li> </ul>
<b>Minimum Qualifications</b>	High school diploma or GED and two (2) years of related experience; or equivalent combination of education and experience.
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Advanced customer service skills.</li> <li>• Knowledge of Microsoft Office. * Ability to work under pressure, to adjust to constant changes, to handle multiple tasks, and to coordinate the work of others.</li> <li>• Ability to keep records, to assemble and organize data, and to prepare and submit reports in acceptable formats.</li> <li>• Ability to conceptualize, plan and organize assignments and tasks.</li> <li>• Ability to work on confidential tasks utilizing judgment, tact, and resourcefulness.</li> <li>• Skill in developing and maintaining good working relationships.</li> <li>• Knowledge of policies, practices, procedures and terminology of assigned function.</li> </ul>



The classification also outlines the general working conditions along with the level of supervision that will be received as well as if the job class generally supervises others.

<b>Supervision Received (Classification)</b>	Work completed under general supervision. The supervisor provides assignments by indicating general objectives, limitations, quality and quantity expected, deadlines and priorities. Employee uses initiative in carrying out recurring assignments.
<b>Supervisory Responsibilities (Classification)</b>	Typically has no authority or responsibility for the supervision of staff. May supervise hourly or student employees.
<b>Work Environment</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

If you wish to print a copy of the classification, you would click the print preview link found at the top right section of the screen and a printable version of the job description will then be available to you.

 [Print Preview](#)