

AgriLife Position Description

Last Updated: 4/17/02

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OFFICE ASSISTANT
11/01/01

SUMMARY

General Description: Provides receptionist and office support duties.

DUTIES

Typical: Serves as office receptionist; provides general information and referrals; answers telephone and screens calls; schedules appointments; prepares routine correspondence, forms and other documents; operates standard office equipment; assists in data collection; posts and maintains files and records; receives, sorts, and routes mail; assists with bulk mailings; assembles and distributes materials; assists in receiving, storing and distributing supplies; may assist in the preparation and proofing of materials for reports and other publications; may perform data entry/retrieval functions; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: None.

Preferred: Some experience in general office or clerical work.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of word processing software programs. Ability to use standard office equipment and personal computers.