

AgriLife Classification Description

Last Updated: 4/17/02

0056
SENIOR OFFICE ASSISTANT
11/01/01

SUMMARY

General Description: Performs general office support duties.

DUTIES

Typical: Greets visitors; answers telephone and screens calls; schedules appointments; prepares and formats correspondence, forms, and other documents; participates in or oversees the distribution of bulk mailings; screens and routes mail; performs data entry/retrieval functions and maintains data files; prepares and proofs materials for reports and other publications; operates standard office equipment; issues equipment, receipts and records; receives, stores and distributes supplies; reviews the accuracy of documents; makes arrangements for meetings, appointments, conferences, and travel; posts and maintains files and records; assembles and distributes materials; may request services such as mail, pick-up and delivery, printing and equipment maintenance; may maintain office reference materials; performs related duties as required.

SUPERVISION

Received: General 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: One year of experience in general office or clerical work.

Preferred: More than one year of experience in general office or clerical work.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of word processing and spreadsheet programs. Interpersonal skills. keyboarding skills. Ability to use standard office equipment and personal computers.