

## AgriLife Classification Description

Last Updated: 4/17/02

0057  
LEAD OFFICE ASSISTANT  
11/01/01

### SUMMARY

**General Description:** Provides advanced skills in office support duties.

### DUTIES

**Typical:** Performs advanced word processing, desktop publishing, presentation and data management activities and assists staff with the use of these applications; may maintain materials for availability on the World Wide Web; composes correspondence, reports, publications and presentations, including editing and proofreading; evaluates incoming mail, correspondence and inquiries, distributing with instructions on action items as needed; compiles materials, prepares agenda, and distributes minutes for meetings; makes travel arrangements and prepares itineraries; assists in problem solving for office activities; helps train and advise other office support personnel; maintains confidential records and files; requests services such as mail, pick-up and delivery, printing and equipment maintenance; performs data collection, compilation, or statistical computations; ensures completeness and accuracy of documents; provides general information regarding administrative procedures or programs; maintains reference materials such as videos, books and periodicals; verifies, processes and reviews forms, reports and other documents; receives and records cash payments and/or makes deposits; maintains equipment and supply inventory; makes logistical arrangements for meetings, seminars and other special events; may supervise the work of other support staff and/or Student Workers; performs related duties as required.

### SUPERVISION

**Received:** General instruction and occasional review from administrative supervisor.

**Given:** May give detailed initial instruction and frequent review of support staff and/or Student Workers.

### EDUCATION

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

**Preferred:** Associate Degree.

### EXPERIENCE

**Required:** Three years of experience in general office or clerical work.

**Preferred:** More than three years of experience in general office or clerical work.

### LICENSES, CERTIFICATES OR REGISTRATION

**Required:** None.

**Preferred:** Certified Professional Secretary (CPS) certification.

### KNOWLEDGE, ABILITIES AND SKILLS

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