

## AgriLife Classification Description

Last Updated: 4/17/02

0058  
OFFICE ASSOCIATE  
11/01/01

### SUMMARY

**General Description:** Provides advanced skills in office support duties and may coordinate activities of support staff.

### DUTIES

**Typical:** Uses initiative in facilitating daily office support activities; coordinates activities of and assigns work to other office support staff; 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; assists in problem solving for office activities; helps train and advise other office support personnel; serves as staff support to committees performing work for supervisor; composes correspondence, reports, publications and presentations, including editing and proofreading; researches and analyzes administrative requirements for specific projects or programs; selects and arranges meeting facilities, equipment and food for meetings, seminars and other special events; evaluates incoming mail, correspondence and inquiries, distributing with instructions on action items as needed; provides technical information regarding administrative procedures, services or programs; compiles materials, prepares agenda, and distributes minutes for meetings; makes travel arrangements and prepares itineraries; 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; verifies records, ensuring completeness and accuracy; maintains reference materials such as videos, books and periodicals; receives and records cash payments and/or makes deposits; maintains equipment and supply inventory; 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:** Five years of experience in general office or clerical work.

**Preferred:** More than five 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.