

AgriLife Classification Description

Last Updated: 4/17/02

0060
LEAD OFFICE ASSOCIATE
11/01/01

SUMMARY

General Description: Provides administrative support to specialized activities or projects and may supervise office support duties and staff.

DUTIES

Typical: Coordinates daily office support activities; assists in the coordination of daily work flow; may supervise, train and evaluate the work of other support staff and/or Student Workers; provides organizational planning and problem-solving skills to supervisor; assists in the resolution of complex, highly sensitive and confidential administrative matters; serves as an information resource on administrative operational methods and processes; reviews and signs forms for supervisor; drafts responses on behalf of the supervisor that may require conducting research and applying policies and procedures; coordinates administrative interactions with other units; coordinates and provides administrative support for a specialized activity or project; coordinates the maintenance of files and records; may serve as a personal assistant to an administrator; makes recommendations for process improvement, administrative changes, or new initiatives; monitors compliance with University policies and procedures; develops procedures for complex or specialized functions; performs special analyses and project summaries; assists in the planning of special events and coordination of logistical arrangements; coordinates travel arrangements and prepares itineraries; 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 or supervise such activities; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from administrative supervisor.

Given: Detailed 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: Bachelor's degree.

EXPERIENCE

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

Preferred: Nine years of experience in general office or clerical work, including previous supervisory experience.

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.