

AgriLife Classification Description

Last Updated: 4/17/02

0116
STAFF ASSISTANT
11/01/01

SUMMARY

General Description: Performs complex administrative support duties or administrative management of a specialized activity.

DUTIES

Typical: Performs complex administrative support duties or administrative management of a specialized activity; directs and supervises office activities; assists in planning and implementing training programs for new personnel; handles correspondence and directs preparation of monthly and annual financial reports; proofreads correspondence and checks financial data for accuracy; dictates memoranda; assists in the administration of contracts and grants and in preparation of budgets and inventory reports; acts as liaison between staff members and the Fiscal Department; handles purchasing; coordinates data processing programs and procedures; researches legal and policy issues and assists in implementation of program planning; develops special administration analyses and summary reports for administrator; coordinates travel and itineraries; may perform audits of internal administrative records; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from Department Head, Director, or other administrative supervisor.

Given: General instruction and frequent review to office and other support staff.

EDUCATION

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

Preferred: Associate degree.

EXPERIENCE

Required: Five years in progressively responsible positions, including some supervisory experience.

Preferred: Office administration 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.