

## AgriLife Classification Description

Last Updated: 4/17/02

0332  
OFFICE SOFTWARE ASSISTANT  
11/01/01

### *SUMMARY*

**General Description:** Provides specialized skills in the use of computer software such as graphics, presentations, desktop publishing, and/or data management activities.

### *DUTIES*

**Typical:** Retrieves, prepares, and/or maintains materials for availability on the World Wide Web; enters and manipulates data in databases and spreadsheets; operates scanning and other devices for input/conversion of data to new or existing files; produces illustrations and graphics; prepares slides, overheads, and other presentation materials; prepares technical, statistical, and non-textual materials; edits, proofs, and produces camera-ready copy for publication; uses electronic media and local area networks to transmit materials to the originator; monitors office equipment for proper operation; works with technical support personnel to solve computer problems; may perform standard office support duties; performs related duties as required.

### *SUPERVISION*

**Received:** Broad instructions concerning text materials and format, some detailed instructions on extremely complex tasks, and occasional review by administrative supervisor.

**Given:** None.

### *EDUCATION*

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

**Preferred:** None.

### *EXPERIENCE*

**Required:** One year experience in the use of computer software such as graphics, presentations, desktop publishing, or data management.

**Preferred:** None.

### *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Use of computers and standard office equipment.