

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class Class Code: 2223

OFFICE ASSISTANT LEAD

Abolished Effective June 1, 2005

BASIC FUNCTION

Lead office support staff and perform the duties of Office Assistant III, including independently performing a variety of complex clerical projects and assignments such as preparing reports, establishing record keeping/filing systems and/or data base files, monitoring financial records, resolving problems, and responding to inquiries requiring substantive knowledge of office/departmental procedures and policies.

DISTINGUISHING CHARACTERISTICS

Under general supervision, regularly assign, instruct and check the work of others.

TYPICAL WORK

Answer telephones; resolve problems and respond to inquiries regarding departmental procedures and services; receive and refer visitors;

Establish and maintain complex electronic or manual filing systems or data base files with multiple variables;

Devise, evaluate and revise forms for departmental use;

Assist in the preparation, compilation, and coordination of reports and records such as financial, payroll, purchasing, inventory, personnel, scheduling, registration and testing;

Compose office correspondence;

Compile and keyboard/type material such as financial statements, manuscripts, schedules, test materials, and technical and statistical reports requiring specialized knowledge and judgment in selection and treatment of data and format;

Perform complex word processing/typing tasks such as merging and sorting, integrating text with graphics, spreadsheet and data base files, uploading/downloading, and creating footnotes and outlines, use spreadsheet and data base software to develop and maintain records, use basic statistical software packages and simple computer inquiry programming, use graphics software and recommend appropriate display of information;

Proofread material correcting for sentence structure, spelling, grammar and punctuation;
Perform electronic mail tasks;

Use basic arithmetic to perform computations such as determining salaries, costs, fees
and grade point averages;

Order, receive, and maintain inventory;

Perform the duties of Office Assistant III;

Perform related duties as required.

MINIMUM QUALIFICATIONS

High School graduation or equivalent AND two years of increasingly responsible clerical
experience

OR

equivalent education/experience.

New Class: 12-18-74

Revise Class/Title: 7-1-91