

**LEAD OFFICE ASSISTANT**

**DEFINITION**

Under general supervision, to perform a variety of technical and complex clerical tasks; to be responsible for coordinating and organizing a specific set of functional activities within a work unit; and to do other related work as required.

**EXAMPLES OF DUTIES**

Performs complex and technical clerical work involving a review and audit of a variety of materials and a thorough familiarity with policies, practices, and procedures pertaining to the unit work functions.

Reviews, audits, and monitors the development of a variety of technical reports and statistical data.

Locates and abstracts data from a variety of informational sources.

Devises forms to compile and abstract data, and determines report formatting.

Answers technical and complex questions concerning the work unit's area of responsibility.

Prepares correspondence in response to technical questions following a specific response format.

Establishes and maintains alphabetical, numerical, subject matter, and other classification files and catalogues.

Types from rough drafts, notes, and using transcription and word processing equipment.

Organizes and coordinates the preparation of documents and records, which may include forms, bulletins, questionnaires, requisitions, and a variety of other material.

Prepares indices and cross reference files concerning a variety of files and records.

Initiates and receives telephone contacts regarding the functions of the work unit and pertaining to information obtainable only from the work unit.

May assist in the orientation and training of other clerical personnel.

Coordinates, monitors and technically evaluates the performance of other clerical personnel.

Operates a computer terminal in input and extract data from an automated information management, storage, and retrieval system.

**MINIMUM QUALIFICATIONS**Knowledge of:

Modern office practices, methods, and procedures.  
Appropriate English usage, spelling, grammar, punctuation, and arithmetic concepts.  
Basic techniques and strategies of function organization and follow through.  
Standard office machines and equipment, including computer terminal and micro-computers.  
Operational procedures, policies, rules, and regulations specific to the assignment.

Ability to:

Perform complex and technical clerical work requiring accuracy and attention to detail.  
Prepare clear and concise reports.  
Accurately interpret legal mandates, District policies, rules, and regulations, and apply them to a variety of operational procedures.  
Effectively and efficiently perform personnel organization, coordination and provide technical evaluation information for use in the performance appraisal process.  
Type at a net corrected speed of 50 words per minute.  
Effectively and efficiently operate computer terminal and micro-computer.  
Understand and carry out oral and written directions.  
Establish and maintain cooperative working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the knowledge and skill would be:

Experience:

Three years of responsible and technical clerical experience, preferably in an educational organization.

Training:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, organization and supervision, and automated record management, storage, and retrieval systems, and other related functional areas.