

MSU Extension Office
Judith Basin County

POSITION DESCRIPTION

Administrative Assistant

OVERALL FUNCTIONS

The Judith Basin Extension Office Administrative Assistant maintains an efficient and attractive office that will assist the Extension Agent to fulfill Extension program responsibilities to the clientele of Judith Basin County. The Administrative Assistant must establish and maintain good rapport with Extension clientele and assist in developing a positive image for the Judith Basin County Extension office. The Administrative Assistant maintains confidentiality of appropriate Extension information.

SUPERVISED BY

The position is a county position, and is indirectly supervised by the county commissioners. The Assistant is directly supervised by the Judith Basin County Extension Agent.

SUPERVISES

None.

SPECIFIC RESPONSIBILITIES AND DUTIES

1. GENERAL OFFICE MANAGEMENT SUPPORT

- a. Opens and sorts incoming mail and distributes to the agent.
- b. Schedules and arranges appointments and conferences for the agent.
- c. Composes, types and edits a variety of correspondence.
- d. Proofs all letters and reports before sending.
- e. Makes telephone calls for agent to obtain requested information.
- f. Manages telephone calls and routes calls to agent; takes messages as needed.
- g. Manages bulletins and publications, collects applicable publication and applicator fees, makes deposits for the office.

- h. Maintains familiarity with all necessary state, university, county and federal forms, 4-H record forms, and any other miscellaneous material handled by the office for the convenience of the public.
- i. Gathers information and prepares educational bulletins used as handouts for Extension programs and as informative material to interested persons.
- j. Manages Extension mail allocation and delivery of mail to post office.
- k. Prepares and distributes news releases when directed.
- l. Keeps office equipment, computer hardware and software as current as the budget will allow. Makes recommendations for purchases to Extension agent.

2. FILES/RECORD MAINTENANCE

- a. Acts as custodian of departmental documents, records, and resource materials including 4-H enrollment, program and award materials and books.
- b. Establishes and maintains filing systems, control records and indexes, using independent judgment.
- c. Manages business and educational resource material files, and keeps these materials current. Orders new materials as necessary.
- d. Manages lists of all interested persons for club memberships and programs and workshops sponsored by the Extension Service.
- e. Manages all Agriculture, FCS, 4-H and other mailing lists and/or membership lists that are used regularly.
- f. Purges mailing lists yearly to maintain current listings.
- g. Manages 4-H enrollment records and reports to comply with the standards of the computer operation system of the university.

3. REPORTS

- a. Prepares accomplishment reports and annual affirmative action reports, plan of work reports and annual reports.
- b. Monitors county budget for the Extension office and assists with the management of various budget accounts. Reports budget information to agent on a regular basis.

4. PUBLIC RELATIONS

- a. Greets and interacts with the public in a friendly and professional manner in person and on the telephone.
- b. Directs visitors to agent; takes messages as needed.
- c. Answers incoming calls and directs callers to agent; takes messages as needed.
- d. Prepares and distributes newsletters under agent's direction.
 - (1) Responsible for the layout of newsletters.
 - (2) Copies and collates newsletters.
 - (3) Prepares newsletters for mailing.
- e. With information provided by the Agent, assists with maintenance of the county website, Facebook page, Twitter and Instagram accounts.

5. SUPPLIES

- a. Manages inventories and office supplies.
- b. Manages the inventory of educational materials from the university and return of materials at designated times.
- c. Orders educational bulletins, brochures and commercial materials and keeps an up-to-date, adequate supply on hand. Keeps bulletin racks filled and current.

6. EXPENDITURES

- a. Completes and routes claims to County Clerk and Recorder.
- b. Manages budget computations and maintains accurate records of office expenditures.

7. GENERAL ADMINISTRATIVE FUNCTIONS

- a. Manages the reproduction of newsletters, bulk mailings and program pamphlets. Develops layout for pamphlets and flyers for special meetings.
- b. Maintains a record of loaned reference materials and equipment.

- c. Assists with the development of the office budget.
- d. Maintains a calendar of events to include agent's schedule.
- e. Assists the Extension agent in preparing for and conducting county fair activities.

8. TRAINING AND PROFESSIONAL EDUCATION

- a. Participates in training and professional improvement opportunities as topics, interest, time, and county budget allow. Some examples include Extension-sponsored computer and office management training sessions, personal development seminars, 4-H training seminars, on-campus sessions for county Extension support staff.

9. QUALIFICATIONS

1. Education and Experience

- a. High School education or GED equivalent required.
- b. Post secondary education or training in office management, public relations, accounting or record-keeping preferred.
- c. Computer knowledge associated with storing, retrieving and backing up data is required, including ability to send, retrieve and store E-mail and access the Internet.
- d. Proficiency in using a variety of software packages, such as word-processing and spreadsheet software

2. Knowledge, Skills and Abilities

- a. Proficiency in composing, formatting, and proofing business correspondence, such as letters, brochures and reports, with a high degree of accuracy.
- b. The ability to establish and maintain cooperative, productive, and professional working relationships with a variety of individuals, both internal and external to the organization.
- c. Demonstrated excellent verbal and written communication skills, including the ability to explain and communicate detailed information to a variety of individuals.
- d. Demonstrated skill organizing and prioritizing multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective and professional approach.

- e. Demonstrated skill exercising good judgment, self-motivation, and working effectively both independently with minimal supervision and as part of a team.
- d. Knowledge of agriculture principles and practices preferred.

TOOLS AND EQUIPMENT USED

- 1. Computer and printer
- 2. Telephone
- 3. Fax machine
- 4. Postage machine
- 5. Photo copier
- 6. Ten-key calculator

PHYSICAL DEMANDS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- 1. While performing the duties of this position the employee is constantly required to talk, hear, use hands to handle or feel items, read, and keyboard. The employee is frequently required to stand, walk, sit, reach with hands and arms, and write. Occasionally the employee must climb or balance, stoop, kneel, crouch or crawl, and walk up and/or down stairs. The employee may be required to drive a vehicle.
- 2. The employee is frequently required to lift and/or move up to 10 pounds.
- 3. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT

(The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job the employee constantly works indoors, works with others, and works around others. Occasionally the employee leaves the building and works outdoors.
2. The noise level in the work environment is usually moderate.

MENTAL/MOTOR DEMANDS

(The mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. While performing the duties of this job, the employee frequently works with time deadlines and exercises flexibility (ability to switch from one task to another. Guidance and reinforcement is available constantly. The employee is constantly involved in social interactions where effective verbal and written communications are required.
2. Judgment is constantly used/required on the job. Memory, mathematics, reasoning, and problem-solving are frequently used/required on the job.