WARD COUNTY
POSITION DESCRIPTION

DEPARTMENT: Extension Service
POSITION TITLE: Admin. Assistant - Ext. Service
IMMEDIATE SUPERVISOR: County Chair in the Ward County Extension Office

SALARY GRADE: 16
STATUS: Non-exempt
STORM ESSENTIAL: No

SUPERVISORY RESPONSIBILITIES: No

EMPLOYEE’S NAME: ________________________________________________

EMPLOYEE’S SIGNATURE:____________________________________ DATE :________

SUPERVISOR’S SIGNATURE:__________________________ DATE:________

1. GENERAL DESCRIPTION OF POSITION:

This position serves as a receptionist for the Ward County Extension office. These duties include performing secretarial duties for the Ward County Extension Agricultural Agent and other staff within the office on a needed basis. This position is responsible for general bookkeeping for a wide variety of programs and grants within the office.

2. DUTIES AND RESPONSIBILITIES: (“•” Indicates essential function)

• Performs the functions of primary office receptionist, answers and directs phone calls, takes messages, greets and directs office visitors, and provides routine information to the public.

• Performs secretarial and administrative functions for the Extension Service Office and staff; prepares and distributes correspondence, reports, records and newsletters; organizes, and files literature.

• Maintains financial records for a variety of programs including the pesticide program and others; maintains office files and resources.

• Performs various functions to assist Extension agents’ programs using a desktop computer.

• Responsible for marketing Extension programs via the internet, newspapers, flyers, mailers, email blasts, as well as maintaining the Ward County Extension Service web site (Ag CMS, Facebook, Info Ag).

• Coordinates Pesticide Certification record system. This includes keeping records of private and commercial applicators.

• Assists with various 4-H programs, including 4-H achievement days.
- Functions in a backup capacity for the other Administrative Assistant in the Extension Service office; answering questions about the 4-H program assisting families with 4-H online, etc.

- Requires the preparation of vouchers for payment and the keeping of all financial records for the Ward County Extension office.

- Responsible for upkeep of the County Extension e-mail lists.

3. **SUPERVISION RECEIVED/EXERCISED:**

   This position is supervised by the Department Head of the Ward County Extension Office.

4. **POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, and ABILITIES):**

   (“*” indicates essential function)

   - High School education or GED with major coursework in office support, business or office education and two years of work experience performing a variety of office support, clerical, or secretarial work

   AA degree in a secretarial or business related field, preferred

   - Working knowledge of office procedures; excellent knowledge of spelling, punctuation, and grammar

   - Proficiency in Microsoft Office, Quicken software and bookkeeping fundamentals

   - Skill in office management, keyboarding and computerized record keeping

   - Ability to edit written materials and have strong verbal and written communication skills

   - Ability to become familiar with issues related to the Extension Service and use that information in working with and providing information to the public

   - Ability to work independently and initiate action on the work to be accomplished

   - Ability to learn and effectively use the County’s computer software, organize assigned work and perform work productively, learn and effectively use new methods, procedures, and technologies in carrying out the functions of the position; and to work effectively and cooperatively with other employees, other agencies and the public.
5. **PHYSICAL and MENTAL DEMANDS:** These support the essential functions of the position.

Must possess a high degree of written and verbal communication skills in dealing with other employees, clients, or the general public

Must have good peripheral vision and depth perception

Must be able to move about, bending, kneeling, reaching, stretching, climbing a short ladder, stooping and lifting up to 20 pounds

Must be able to walk, stand, and sit for extended periods of time

Must be able to keyboard and use fine finger dexterity

Must have use of hands, arms and fingers for gripping and moving documents

Must be able to on a limited basis work with and around dust, noise, odors, and experiences associated with plants, insects, livestock and other animals

6. **WORK ENVIRONMENT:**

This position normally works weekdays during normal office hours in a climate controlled environment.

This position may also be required to work additional hours and/or weekends on occasion including at other locations such as the ND State Fair Center.

7. **OTHER ASSIGNMENTS:**

County Department Heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at anytime as they determine the best interest of their department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

08/2017