**Position Information**

The part-time secretary provides administrative support to the NDSU Extension Mercer County staff. The wide range of responsibilities includes, but is not limited to the following:

- Performs secretarial and receptionist responsibilities including answering telephones, greeting and directing visitors, and other routine tasks in support of Extension work, as assigned.
- Assists with preparation of various correspondence, newsletters, publications, and reports.
- Publish documents to organization website and Facebook, and assist in maintaining existing pages.
- Edits and proofreads materials created within office and maintains confidentiality.
- Participate in professional development as scheduled and appropriate to carry out duties of part-time secretary.
- Participate in performance appraisal assessment, if requested by supervisor.

**Minimum Qualifications**

- High school diploma.
- Proficiency with Microsoft Office Suite and Social Media.
- Effective interpersonal, oral and written communication skills.
- Ability to work effectively with minimal supervision and in a team environment.
- Ability to prioritize multiple responsibilities and multitask.
- Ability to adapt to changing needs.
- Ability to learn programs as they emerge.
- Be flexible with availability.
- Ability to lift up to 25 pounds.
- Be knowledgeable of and conform to all the rules, policies, and procedures of Mercer County and NDSU Extension.
- Favorably represent NDSU Extension and Mercer County when in contact with the general public.
- Pre-employment drug test.
- Clear screening for 4-H Youth Protection.

**Preferred Qualifications**

- Two years college or secretary related and/or administrative support work experience.