

# Uintah County

## Job Description



<b>Title:</b>	Extension Secretary	<b>Code:</b>	505
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	USU Extension Office	<b>Last Revised:</b>	7/15
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	18

### GENERAL PURPOSE

Performs a variety of **routine administrative and complex secretarial duties** as required to expedite services provided through the County Extension office.

### SUPERVISION RECEIVED

Works under the general supervision of the County USU Extension Department Head.

### SUPERVISION EXERCISED

May supervise temporary office personnel as needed to accommodate seasonal requirements of the department, such as during the County Fair.

### ESSENTIAL FUNCTIONS

Types correspondence, designs graphic layout for monthly newsletter, bulletins, reports, etc.; answers telephone calls and makes appointments for Extension faculty and educators; acts as department receptionist, greets public, answers questions regarding a variety of programs and supplies general information using email, telephone, fax, and in person; researches material to provide answers to specific questions regarding extension programs; administers and proctors tests for pesticide licensing and food safety managers certificates.

Utilizes personal computer to access data and information resources via the internet; conducts various levels of research to provide answers to customer questions; sets up and coordinates conferencing sessions.

Maintains financial records; tracks income and expenditures; documents revenues from programs and grant sources; performs internal auditing functions; reconciles accounts; prepares claims for travel; payroll; supplies monthly reports on expenditures and delivers to County Auditor; maintains records on sales and revenues of publications, manuals and literature; and assists in the preparation of departmental budget.

Performs complex clerical duties for the USU Extension Agent; takes dictation or transcription of meeting minutes, letters, news releases, and reports; prepares detailed statistical reports documenting program activities, accomplishments and compliance with federal requirements for participation.

Orders, files and distributes departmental literature and information; maintains inventory of office supplies and orders the same as needed; discards out-dated material; photocopies newsletters, office letters, office letterhead, form letters, bulletins, etc.; mails the same according to existing mailing lists which are updated and printed on an on-going basis.

Using software programs such as the 4-H online, the Junior Livestock Show software, and word processing and spreadsheet software, receives and processes 4-H enrollments; establishes and maintains an office filing system; enters and retrieves data relating to mailing lists, labels, and 4-H reporting data; accesses daily status reports of commodities and extension news; maintains records, files, indexes, data bases, etc.

Provides assistance in organizing new 4-H group by recruiting leaders, ordering 4-H materials, distributing material to leaders and clubs, printing letters and bulletins, schedules leader meetings, etc. to insure cooperative county wide 4-H development; performs a variety of tasks related 4-H participation at county fair, teen retreats, stock shows, horse shows, contests, fund raisers, awards programs, workshops, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus one (1) year of specialized training in secretarial sciences, general business, education, or some other related field;
- AND
- B. Two (2) years of related experience providing exposure to a variety of general office duties requiring the above type skills.
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

**Working knowledge of** general office procedures, equipment, and methods, and bookkeeping and accounting, working knowledge of English, spelling, grammar, and punctuation; working knowledge of various software applications utilized in word processing, desktop publishing, accounting, etc.

**Ability to** operate standard office equipment such as desktop computers, copy machines, typewriters, calculators, paper folder, etc.; ability to follow verbal and written instructions; ability to perform clerical and secretarial work involving departmental operations; type 50 nwp/m, ability to organize, develop, and maintain filing and other record keeping systems; ability to perform under stress of time deadlines, frequent changes in programs and seasonal demands; ability to use computerized art layout and design related to bulletins, announcements, advertisements etc.; ability to establish and maintain effective working relations with fellow employees and the public.

3. Special Qualifications:

Valid Utah Drivers License, some knowledge of purpose and goals of 4-H programs; some knowledge of extension agricultural and family and consumer science.

4. Working Environment:

General office environment requiring variety of physical activities not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Modest flexibility of schedule is necessary, as weekend and evening hours are sometimes needed. Periodically required to walk on uneven surfaces, be exposed to dust, animals, etc., when organizing and working during County Fair and stock shows.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)