POSITION DESCRIPTION

JOB TITLE:	Administrative Assistant	**DEPARTMENT:**	Crook County Extension
REPORTS TO:	Extension County Coordinator	**SALARY RANGE:**	Starts at $11/hr
STATUS:	Full-Time	**SUPERVISES:**	

JOB SUMMARY:

Under the general direction of the Crook County Extension County Coordinator and University Extension Educators, supports the administrative and operational functions of the UW Crook County Extension office and serves as the primary contact with the general public. Responsibilities include office management, general bookkeeping, clerical, public relations, and other duties as assigned. Assists all Extension Educators (4-H, Profitable and Sustainable Agricultural Systems, Cent$ible Nutrition, and Area Educators from other counties) with facility arrangements, materials preparation, maintaining records and schedules, program registration and budgets, communications with clients, evaluation support and reporting, preparing correspondence, marketing, and educational materials.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Customer Service

- Serve as the primary interface for the UW Crook County Extension with the public. Welcome the public and clientele in a friendly manner in person and on the telephone. Answer telephone calls, FAX, and email.
- Maintain effective working relationships with other employees, the general public, elected officials, and other public and private agencies/organizations.
- Provide information and assistance to clients; extract information from the web for clients.
- Take messages as appropriate; refer callers with more technical questions or issues to appropriate staff or agency/organization.
- Respond to general complaints where judgment, knowledge, and interpretation are utilized.
- Network with 23 other county and Wind River Indian Reservation offices as well as the state Extension and 4-H offices.
- Maintain strict confidentiality.

Administrative/Clerical Support

- Open office in the morning and ensure office is closed and locked at the end of the day.
- Gather, open (unless confidential), screen, and distribute mail to proper Educators. Attend to mail correspondence that requires action. Process outgoing mail. Prepare bulk mailings and maintain postage machine. Follow all Extension mail regulations, keep accurate records of all postage monies expended, request authorization for additional postage from the state office before the account is expended.
- Update mailing lists yearly or as needed.
- Make telephone calls or create emails as requested by Educators.

Administrative/Clerical Support Con't.

- Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness.
- Complete work accurately and in a timely manner. Proof read and edit own work, or the work of others, to correct errors in grammar, punctuation, spelling, and sentence and paragraph structure.
- Provide layout of newsletters and copies and mails newsletters.
- Maintain office calendar, keep up-to-date information about classes, workshops, events, and activities available for distribution to public. Schedule appointments as needed with Extension Educators, and relay this information to Educators and clients.
- Keep accurate records and create, edit, and manage a filing system for office documents, purging information according to University, state and federal guidelines.
- Collect data and help with the development of yearly reports.
- Maintain familiarity with University and county forms.
- Operate a vehicle to run errands: purchase supplies, mail newsletters, etc. Authorize driving record background check to drive University vehicle.
- Take minutes at staff meetings and provide copies to each Educator, the Associate Director in the state office, and file a copy in the civil rights box.
- Keep an updated inventory of all office resource materials and maintain a checkout list of resources. Follow up with clients if resources are not returned in a timely manner.
- Organize office supplies, keep an inventory of supplies, and procure supplies as needed.
- Keep and update fixed asset report/information for County and University assets.
- Ensure office, storage areas, and conference room are clean and organized. Keep a neat and organized work area.
- Oversee scheduling and key check-out for courthouse Community Room. Follow up on keys not returned.
- Provide information and forms to staff and the public; apply department/county policies, procedures, services, and operations.

4-H/Youth Program

- Collect and manage all 4-H enrollments and enter information into 4-H Plus software. Confirm all new 4-H volunteers complete required paperwork, provide required documentation, and are processed through Central Registration and Criminal History screening in a timely manner.
- Collect assessments according to 4-H program procedure.
- Keep 4-H Plus software current with state 4-H office by promptly completing downloads and submitting required reports.
- Assist 4-H Educator during County Fair.
- Work with county and state fair secretaries to complete required fair data, this includes data management in the current county and state fair software.
- Assist 4-H Educator with administration of 4-H program including: ordering necessary 4-H project materials, record books, ribbons, awards, etc.; file 4-H project materials; print award certificates, programs

and monthly newsletters; assist with 4-H Camp and other event planning, implementation, and assignments as necessary; maintain mailing lists, etc.; assisting with other 4-H and fair duties as assigned.
- Prepare annual ES237 Federal Report for UW 4-H.

Educator Support
- Assist County Coordinator with assigned administrative duties.
- Compose, type, and edit a variety of correspondence, reports, memoranda and material under the direction and assignment of the Extension Educators.
- Make photocopies, scanned copies, send faxes, make phone calls, etc. as assigned.
- Gather information and assist with preparations of educational materials for Extension programs, maintain records of these educational materials to provide to clients as needed.
- Schedule rooms, order supplies and materials for events and activities, make arrangements for specific events and activities.
- Work with Educators to design and publish educational posters, ads, newsletters and other educational materials as assigned. This may include formatting, proofreading, writing, printing, and mailing promotional materials.

Budget Administration
- Complete and submit county payment vouchers for billing. Obtain County Coordinator's signature as needed.
- Maintain accounting and bookkeeping operations for Extension office accounts and funds.
- Keep accurate records of all expenditures and balance Extension office accounts.
- Assist County Coordinator with budget planning, annual department budget and monthly statement of line items to Educators.
- Receive and receipt all monies for Extension Programs and events following county guidelines.
- Maintain complete accounting and reconciliations of all cash and expenditures in both County and University checking accounts using appropriate software.
- Create accurate budget line item reports monthly for Educators.

Equipment/Technology
- Maintain and operate office machines and provide routine preventative maintenance when required.
- Keep up-to-date records on office tools and equipment.
- File and organize operating instructions, manuals, and warranties for all office tools and equipment.
- Maintain Crook County website materials/Facebook pages.

Trainings
- Participate in the University support staff organization and professional development sessions including 4-H Plus, FairPlus/ShoWorks, and yearly ESCAPE training sessions.

Time Sheet
- Turn in time card, vacation and sick leave monthly to County Coordinator for verification.

NOTE: ***Only minimum duties are listed. Other responsibilities may be required as requested by Management.*

NECESSARY ABILITIES, KNOWLEDGE, AND SKILLS:

- Work efficiently with computer software programs including Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook), Adobe, Quicken, 4-H Plus, and ShoWorks.
- Continually work to improve computer and technology skills. Willingness to learn new technologies is required.
- Familiar and comfortable with internet technologies.
- Perform basic math calculations (addition, subtraction, multiplication, and division), balance checking accounts, and manage budgets.
- Maintain a friendly and helpful attitude, using both good verbal and non-verbal behavior to show open and accommodating attitude.
- Work cooperatively as a member of the Extension office team.
- Work with little immediate supervision most of the time, or independently as needed.
- Show initiative as a self-starter.
- Prioritize and multi-task.
- Plan, organize, and pay attention to detail.
- Understand verbal information and instruction, exchange information with others, and develop and present recommendations.
- Thorough understanding of business English including letter writing, document preparation, spelling, grammar, and appropriate formatting.
- Ability to translate verbal communication into effective written material.
- Capability to handle stressful situations.
- Work with frequent interruptions.
- Maintain confidentiality with client information at all times.
- Basic understanding of the fundamentals for working with youth and adult audiences.
- Possess a valid state driver's license.
- Must successfully pass the State of Wyoming Department of Family Services Division of Juvenile Services screening.

PHYSICAL DEMANDS:

(The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is constantly required to talk, hear, write and read. The employee is also constantly required to use hands to finger, handle or feel objects and the

keyboard. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee may also be frequently required to climb or balance, stoop, kneel, crouch, or crawl and climb up and/or down stairs.

2. The employee is required to lift and/or move up to 30 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.)

1. While performing the duties of this job, the employee constantly works indoors, works outdoors, works with others, works around others, and works alone.
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 constantly works within time constraints and maintains attentiveness duration and attentiveness intensity. The employee frequently exercises flexibility (the ability to shift from one task to another) and performs routine work. Guidance, reinforcement, and co-worker support are constantly available. The employee is constantly involved in social interactions which continually require oral and written communications.
2. Mathematics, memory, estimating, reasoning, problem-solving and exercising judgment is frequently used/required on the job.
3. The employee must be precise and have the ability to pay attention to detail when performing the job.

TOOLS AND EQUIPMENT USED:

1. Personal Computer/ Printers
2. Various Software Programs
3. Telephone
4. Postage Machine/Scale
5. Calculator
6. Fax Machine
7. Copy Machine
8. Television and VCR
9. Multi-media projector
10. Motor Vehicle

I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES.

EMPLOYEE SIGNATURE:_____DATE:_____