



**SANDERS COUNTY
VACANCY ANNOUNCEMENT**

June 3, 2019

Position: Administrative Assistant
40 hours/week - Non-Exempt

Department: MSU Extension Office

Salary: Pay Range from \$12.24 to \$16.58, depending on experience

Closing Date: 4:30 PM on Monday, June 20, 2019

Application Documents Required: Please contact Sanders County Job Service at 406-827-3472.

Work Unit Overview: Full time Position. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

Job Summary: The MSU/Sanders County Extension Office extends research-based information to the public through educational workshops, newsletters, educational materials and on the internet. Topics include agriculture, 4-H, community development, family and consumer sciences, and horticulture. This position is a full-time county administrative support position responsible for assisting the public by being familiar with current extension programs.

The Administrative Assistant maintains an efficient and attractive office that will assist the Extension Agents to fulfill Extension program responsibilities to the clientele of Sanders County. Extensive contact with the public is required daily both over the phone and in the office. The Extension Office is a publicly-funded entity and, as such, public relations are extremely important. Every interface with the public is determinant of quality and therefore, must be conducted with professionalism. The Administrative Assistant must establish and maintain good rapport with Extension clientele and assist in developing a positive image for the Sanders County Extension Office. The Administrative Assistant maintains confidentiality of appropriate Extension information.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- General Office Management Support
 - Opens and sorts incoming mail and distributes to the agents.
 - Schedules and arranges appointments and conferences for the agents.
 - Composes, types and edits a variety of correspondence.
 - Proofs all letters and reports before sending.
 - Makes telephone calls for agents to obtain requested information.
 - Manages telephone calls and routes calls to agents; takes messages as needed.
 - Manages bulletins and publications, collects applicable publication and applicator fees.
 - 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.
 - Gathers information and prepares educational bulletins used as handouts for Extension programs and as informative material to interested persons.
 - Manages Extension mail allocation and delivery of packages to post office.
 - Prepares and distributes news releases when directed.

- Maintain records of cash received for office, 4-H materials and events. Make financial deposits for the office. Reconcile balance of MSU Extension External account when statements are received. Manage account income, expenses and balances via accounting software.
- Maintains daily record of office activity.
- Files/Record Maintenance
- Acts as custodian of departmental documents, records, and resource materials including 4-H enrollment, program, educational activities and award materials.
- Establishes and maintains filing systems, control records and indexes, using independent judgment.
- Manages business and educational resource material files, and keeps these materials current. Orders new materials as necessary.
- Manages lists of all interested persons for club memberships, programs and workshops sponsored by MSU Extension.
- Manages Agriculture, FCS, 4-H and other mailing lists and/or membership lists that are used regularly.
- Purges mailing lists yearly to maintain current listings.
- Manages 4-H enrollment records and reports to comply with the standards of the computer operation system of the university.
- Manages 4-H project materials, ordering, distribution and questions.
- Under Agent's direction, prepares ES237 reports and annual affirmative action reports, and office contacts.
- Public Relations
 - Greets and interacts with the public and respond tactfully and diplomatically in a friendly, professional manner in person and on the telephone while providing appropriate responses to questions or inquiries.
 - Directs visitors to agents; takes messages as needed; answers incoming calls and directs callers to agents; takes messages as needed.
 - Prepares and distributes newsletters under agent's direction. Responsible for the layout, copies, copies and preparation for mailing newsletters.
 - With information provided by the Agents, assists with maintenance of the home page on the internet.
 - Respond to requests from clients through phone, mail, e-mail and personal contact.
 - Demonstrate excellent written and verbal communication skills and competence communicating information, procedures, and directions clearly and accurately, in person, by telephone, email and through correspondence.
- Supplies
 - Manages inventories and office supplies.
 - Manages the inventory of educational materials from the university and return of materials at designated times.
 - Orders educational bulletins, brochures and commercial materials and keeps an up-to-date, adequate supply on hand. Keeps bulletin racks filled and current.
- Expenditures
 - Completes and routes claims to County and State.
 - Manages budget computations and maintains accurate records of office expenditures.
- General Administrative Duties
 - Manages the reproduction of newsletters, bulk mailings and program pamphlets. Develops layout for pamphlets and flyers for special meetings.
 - Maintains a record of loaned reference materials and equipment.
 - Assists with the development of the office budget.
 - Maintains a calendar of events to include agent's schedule.
 - Assists the Extension Agents in preparing for, managing and conducting county fair activities.
 - Coordinates office services as needed, i.e. soil samples, pressure canner testing, sewing pattern orders, etc.
- Training and Professional Education
 - 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.
- Equipment Used

- Personal computer including work processing software, internet, email and printer
- Scanner
- Photo copier
- Fax machine
- Multi-line phone
- Digital camera

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- While performing the duties of this position the employee is constantly required to talk, hear, use hands to finger, 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.
- The employee is frequently required to lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision and color vision.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is not in a supervisory capacity; and incumbent may be asked to exercise supervision over other para-professionals, support staff, contract employees, etc.

Knowledge, Skills, and Abilities:

- Proficiency in using a variety of software packages, such as word-processing and spreadsheet software
- Proficiency in composing, formatting, and proofing business correspondence, such as letters, brochures and reports, with a high degree of accuracy.
- The ability to establish and maintain cooperative, productive, and professional working relationships with a variety of individuals, both internal and external to the organization.
- Possesses excellent verbal and written communication skills, including the ability to explain and communicate detailed information to a variety of individuals.
- Possesses skill organizing and prioritizing multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective and professional approach.
- Possesses skill exercising good judgment, self-motivation, and working effectively both independently and in a team-oriented manner with minimal supervision.
- Ability to analyze problems and take appropriate action under stress or as required by the position.
- Ability to be a self-starter, motivated, flexible, creative, organized, dependable and a team player.

Education and Experience:

The job requires education and experience equivalent to graduation from high school or GED equivalent with Post-secondary education or training in office management, public relations, accounting or record-keeping preferred. 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.

Examples of Performance Criteria and Expectations:

- Accuracy; precision; neatness; completeness; completes tasks in allowed time frame.
- Organization; care of equipment; safety; punctuality; appearance; dependability.
- Ability to get along with others; effectiveness in dealing with the public; other employees; positive attitude; cooperation as a team member; controls temper.
- Comprehension and application of procedures applicable to the position. Follows instructions from supervisors and clients.
- Possession of knowledge; abilities and skills required by the job; highly motivated self-starter; teachable and trainable.
- Ability to analyze problems and take appropriate action under stress or as required by the position.