

Bonner County Job Description



Title: Administrative Assistant III – Extension/4-H Office Assistant

Department: Extension

Supervisor: Extension Educator

Supervision Exercised: None

Job Description Revision: 08/10/2020

JD Approved by BOCC: 08/11/2020

Posting Title: Administrative Assistant III – Extension Office Assistant

General Summary

Works directly with Extension Office educators to fulfill all requirements as mandated by the University of Idaho. Performs general clerical and receptionist duties and responsibilities for the Extension Office and the 4-H program. Serves as main, front receptionist in greeting, directing and providing information to the public and users of the Extension Office both in person and over the phone. Assists Master Volunteer Programs, Extension Educators and in planning for University of Idaho Programs. Completes 4-H related paperwork, support materials and provides general secretarial support to the 4-H Program.

Work involves a variety of regular and recurring situations with some variance from the norm where some judgment may be required to apply standard practices and decision-making within clearly defined parameters. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Communicates heavily with others inside the department, and extensively with members of the public regarding the Extension Office and 4-H programs. Work has a moderate but distinct impact on the effectiveness of the 4-H program. Work is typically performed indoors in an office setting with occasional exposure to the outdoors as incumbent coordinates Extension and 4-H programs. Involves periods of stress during program set-up. Typically involves regular travel in the local area.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Greets people in person at the front desk or over the phone. Answers inquiries regarding service provided, and direct callers or visitors to the appropriate resource or individual for inquiries that go beyond the job scope or knowledge of the employee. Takes and routes messages appropriately for employees absent or unavailable.
2. Provides direction to assigned and temporary office staff.
3. Performs a variety of clerical duties for the Extension Office, 4-H and related staff including responding to requests for information or other correspondence, utilizing several computer programs, generating reports, faxing, filing, copying, designing and publishing program brochures, scheduling and maintaining calendars, etc. as directed.
4. Maintains cash register to ensure accuracy. Makes necessary deposits weekly or as needed.
5. Maintains professional and effective working relationships with other employees, the public, clients, agency professionals, volunteers, and program directors as it relates to the University of Idaho, 4-H, volunteers and the public or related activities.
6. Compiles registration for all Extension Office Programs, collects fees, prepares class registrations, and compiles program evaluations.
7. Prepares and submits invoices through budget software to the Clerk's Office for payment.

8. Cooperates with 4-H Program Coordinator in implementing 4-H programs.
9. Maintains 4-H program curriculum materials. Maintains County and State 4-H project material files. Orders 4-H project materials from the state or other sources as required. Prepares, duplicates, and assembles approved County project materials as needed.
10. Maintains 4-H Online records as needed. Updates and otherwise maintains files as needed and ensures that enrollments are entered in a timely manner. Generates regular reports and lists as needed for use within the program.
11. Works with volunteer leaders to assist in programs and activities. Assists volunteers in coordinating activities and providing them with necessary resources or information to help in providing those activities. Provides paperwork and assists at the market animal weigh-ins and field days when necessary.
12. Provides assistance with many of the county fair 4-H activities including: set-up and take down of the 4-H area in the Exhibit Hall, working with 4-H Program Coordinator in organization of the 4-H Fashion Revue, organizing paperwork for market animals classes, creating judging folders and helping to coordinate ribbons for 4-H events.
13. Works with fair grounds staff following guidelines as established by the 4-H Program Coordinator and Extension Educator to prepare all 4-H related activities and programs.
14. Maintains mailing list for 4-H mailings and updates, as necessary. Sends mailings as needed for the 4-H newsletter, 4-H training programs, meetings, and clinics as designated by Extension faculty.
15. Maintains permanent records of leaders, including records of training and re-certification.
16. Prepares 4-H project entry materials for annual 4-H horse show.
17. Remits information regarding insurance for leaders and members.

Secondary Functions

1. Assists in keeping office lobby space, meeting room, and filing cabinets in a clean, orderly appearance. Maintains office supplies and University of Idaho Bulletin files.
2. Performs sales responsibilities and checks out equipment and resources. Performs appropriate follow-up accordingly to ensure proper return in good order.
3. Maintains understanding of 4-H program and abilities in clerical and secretarial responsibilities by attending professional improvement training as requested or needed.
4. Serves as liaison between Master Gardeners/Master Food Preservers and Extension Office faculty and staff.
5. Collects mail, opens, and distributes to Extension Office faculty and staff as directed. Sends mailings as needed for all Extension Programs. Delivers outgoing mail to post office.
6. Ensures compliance with all applicable University of Idaho civil rights policies and statements, marketing criteria to ensure that it contains all necessary project requirements for completion.
7. Performs all other duties as assigned.

Specifications

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required.
2. Three years progressively responsible experience in clerical or related areas, preferably in a public-sector setting, required.
3. Good working knowledge of and ability to utilize general clerical and secretarial skills and abilities as applied to

a general office environment.

4. Knowledge of the 4-H program, its objectives, and related activities
5. Must possess a current driver's license valid in the State of Idaho.
6. Must possess good work habits and the ability to perform set instructions as directed.
7. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.
8. Ability to use several standard computer applications including Microsoft Office, scheduling systems, google docs and graphic programs. Ability to proficiently keyboard at or around 50 wpm. Ability to use a variety of general office equipment including, but not limited to, personal computers, multi-line telephones, fax machines, printers, copiers, etc.
9. Knowledge of basic math skills sufficient to count and record monetary transactions.
10. Ability to read and comprehend rules, instructions, and policies and procedures.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.
13. Ability to provide quality customer service.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodations. Requires frequent grasping, walking and repetitive motions. May require occasional exposure to outdoor conditions involving inclement weather. Requires regular lifting, pushing, pulling and carrying up to 25 pounds with occasional weights over 50 pounds. Requires good general vision.

Disclaimer This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

(signature needed upon hiring and transfer/promotion only)

Please Print Name: _____