

Bonner County Job Description



Title: Extension Administrative Assistant – Seasonal

Department: Extension Office

Supervisor: Extension Staff Chair

Supervision Exercised:

Job Description Revision: 04_05_2017

Posting Title	Administrative Assistant
General Summary	<p>Provides a variety of clerical and secretarial assistance to the Extension Office. Serves as front-office receptionist in greeting and directing or providing information to members of the public and users of the Extension Office resources both in person and over the phone. Assists Extension Office staff as needed.</p> <p>This position is 19 hours a week, 5 months with flexible hours and days which may include weekends and holidays. May be expected to work more hours during Fair week.</p> <p>Must have a valid driver’s license. Applicant must be able to lift a maximum of 40 pounds. Background check will be performed. Alcohol and drug test will be required.</p>
Essential Functions	<p>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 Extension Staff Chair at any time.</p> <ol style="list-style-type: none"> 1. Greets people in a professional manner at the front desk or over the phone. Answers inquiries regarding service provided, and directs callers or visitors to the appropriate resource or individual for inquiries that go beyond the job scope or knowledge of the employee. Take and route messages for employees absent or unavailable. 2. Assists Extension staff as needed in preparing workshops and other activities associated with Extension programs. 3. Accepts monies for fees, publications, and classes. 4. Ensures effective confidentiality of important matters. 5. Maintains a clean and professional office area.
Secondary Functions	<ol style="list-style-type: none"> 1. Assists in preparation activities as assigned to establish assistance for the Extension Office. 2. Works with Extension Office to accommodate 4-H activities at the fairgrounds and other locations. 3. Assists other employees in maintaining a clean and orderly work environment.

	4. Performs all other duties as assigned.
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Specifications	<ol style="list-style-type: none"> 1. High school education or equivalent required. Basic computer skills are required. 2. Must possess good work habits and the ability to perform set instructions as directed. 3. Ability to multi-task and maintain composure with a number of incoming telephone lines, high volume walk-in customer traffic, and occasionally upset customers. Must be able to transition between multiple tasks on a frequent basis. 4. Ability to work under intermittent stress created by deadlines and events. 5. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and the general public. 6. Must possess good communications skills with the public and within the office. Ability to communicate effectively, both orally and in writing. 7. Ability to successfully coordinate events. 8. Ability to perform general math and reading skills as needed to perform essential functions. 9. 4-H Program experience desired.
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Working Conditions	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent keyboarding, grasping, walking, and repetitive motions. Requires good general vision. May require occasional exposure to outdoor conditions involving inclement weather. Requires ability to occasionally work near and around large livestock and horses.</p> <p>Requires regular lifting, pushing, pulling and carrying up to 25 pounds with occasional weights over 50 pounds. Requires good general vision. May be required to work evenings and weekends as needed be available to work longer hours during various periods of the year, especially during fair week.</p>
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Disclaimer	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will employer.
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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: _____

Please Print Name: _____