

Wells County, North Dakota

KTL Building
Office of NDSU Extension
600 Railway ST N #287, Suite 3
Fessenden, ND 58438
(701) 547-3341

Job Description

Job Title: Extension Administrative Assistant	Job Status: Full-Time
Department: NDSU Extension	FLSA: Status: Non-Exempt
Reports To: Extension Agent	Effective Date: October 2019

❖ **Nature of Work:**

The Extension Administrative Assistant is a staff member of the NDSU Extension/Wells County office. This position requires a professional and personable individual who has excellent verbal and written communication skills with proficiency in a variety of computer software programs, especially Microsoft Office (Word, Excel, Outlook, Access and Publisher). Also must learn Ag Web Development (Ag CMS), 4hOnline, FairEntry and NDSU Pesticide Applicator Database. The ability to take initiative, prioritize tasks and work independently is crucial to success in this position.

Duties involve performing a variety of secretarial, clerical, and receptionist tasks requiring independent judgment and self-motivation. Provides direct assistance to Extension Agent by carrying out routine aspects of office management: answers phone and directs calls, reviews & compiles correspondence and distributes mailings, compiles reports as requested by Extension Agent; responds to client requests in a general way by providing literature, or in the case of technical requests by referrals to other Extension agents or specialists in the absence of the local agent. Expected to be knowledgeable of and conform to all the rules, policies, and procedures of Wells County and NDSU Extension.

❖ **Essential Functions of Work: Extension**

- Receive visitors, answer phone, direct clients and closely maintain the hours of the office. Provides routine information as requested, screen requests for information. Refers requests for technical information to the Extension Agent or in the absence of the Extension Agent, refers to the appropriate individual or specialist.
- Be familiar with the schedule of agent in order to respond to phone calls and office visits.
- Handle daily mail and incoming correspondence, gathers files and other pertinent data to facilitate answering correspondence, and composes routine responses. Uses e-mail daily to correspond with agents, 4-H families, producers and other networks of people. Maintain various records including Pesticide and 4-H, keeping them current and prepare reports as necessary.
- Be responsible for and willing to learn Ag Web Development (Ag CMS) software related to website upkeep and maintenance, electronic newsletter development and may include maintenance of other social media outlets.

- Assist Extension Agent with preparing meeting announcements and agendas for meetings, workshops, and youth activities. Handle participant correspondence, registration materials, and compiles program handouts.
- Order publications and supplies as needed and maintain inventory of office equipment and supplies.
- Keep a record for office equipment that is lent out or rented to individuals or agencies.
- Order and print circulars as needed, file office copy correspondence, educational materials, 4-H enrollment forms, and other paperwork. Maintain filing system.
- Create, manage and maintain the 4hOnline database for members and leaders. Manage and maintain the 4-H FairEntry program for county and state fairs. Assist 4-H families with enrollments and field 4-H related questions. Manage and maintain up-to-date records for volunteer background checks with NDSU's Youth Protection Policy. Manage and maintain 4-H reports, forms and handbooks.
- Manage and maintain the NDSU Pesticide database, registrations and reports. Correspond with expiring applicators. Register participants for local trainings, handle pesticide finances, administer tests and answer producer questions about the pesticide program.
- Maintain and update client mailing/email lists.
- Operate various office equipment such as multi-line telephone, computer, copier, postage scale, fax, laminator and IVN equipment.
- Maintain daily time sheet, absences, vacations, and other personal records as required.
- Submit bills to the Auditor and deposits to the Treasurer.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of Extension, as required or assigned.

❖ **Requirements of Work:**

- Ability to create a positive work atmosphere by communicating and maintaining a professional manner and a team-like environment with County Officials and other employees, and members of the public.
- Ability to perform light physical work and carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination to operate a work computer and traditional office equipment; the ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
- Software skills in Microsoft Word, Outlook, and Excel.
- Keyboarding efficiency.
- Must possess excellent interpersonal skills including written and verbal.
- Ability to work independently, prioritize, and perform multiple tasks.

❖ **Desired Minimum Training and Experience :**

- High School Diploma
- Must have a valid Driver's License
- Applicants must be able to complete necessary paperwork and clear screening for the 4-H Youth Protection Policy

❖ **Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining Extension Administrative Assistant related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee “at will” under ND law and may be hired or fired at the discretion of the Board of County Commission. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.