

# Bowman County Extension Administrative Assistant

## Position Description

**Position title:** Full time Administrative Assistant/4-H Program Assistant

**Agency:** NDSU Extension – Bowman County

**Salary:** Based on experience. Health insurance & retirement offered.

**Business hours:** Monday through Thursday 7:30-12:00 am and 12:30-4:30 pm Friday 7:30-12:00 am (additional time as needed for meetings and events)

### **POSITION OBJECTIVE AND PURPOSE:**

The Administrative Assistant is a county funded staff member of the NDSU Extension - Bowman 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 & Publisher). 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(s) 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(s); 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 Bowman County and NDSU Extension.

### **Minimum Qualifications:**

- High school diploma or higher
- Valid driver's license
- Able to lift up to 35 pounds
- Fluent computer and Microsoft Office skills
- Friendly and professional attitude
- Must be able to pass a background check and screening for 4-H youth protection policy
- Experience with 4-H is highly preferred

### **Major Duties and responsibilities**

- Assist the Extension agent with logistic and operational support of the 4-H program including:
  - Maintain 4-H databases, including 4hOnline and FairEntry.
  - Recruit, manage, and support 4-H volunteers, including club leaders, coaches, and others.
  - Plan, organize, attend, and supervise 4-H events, such as 4-H Achievement Days, 4-H Council meetings, awards banquet, and others.
  - Perform outreach of 4-H events and activities through social media, newsletters, and other means.

- Receives visitors, answers phone, directs clients and closely maintains the hours of the office. Provides routine information as requested, screens requests for information and directs to the appropriate person(s).
- Handles 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 and other networks of people, and updates website & social media regularly.
- Maintains various records & databases (correspondence, address lists, 4-H, Pesticide Certification, civil rights, record retention, etc.) keeping them current and prepares reports as necessary.
- Attends to the pesticide recertification program by registering participants for local trainings, maintains pesticide database, handle finances, administers tests and answers questions about the pesticide program.
- Be responsible for and willing to learn software related to website upkeep and maintenance, electronic newsletter development and maintenance of other social media outlets.
- Assists agent with preparing meeting announcements and agendas for meetings, workshops, and youth activities. Handles participant correspondence, registration materials and compiles program handouts.
- Type routine letters, notices, news articles, circular letters, newsletters, narratives, statistical reports, expense accounts and requests for travel. Edits and proofreads all materials created within office and maintains confidentiality.
- Orders publications and supplies as needed and maintains inventory of office equipment.
- Keeps log book for office equipment that is lent out to individuals or agencies.
- Files circulars, office copy correspondence, educational materials, 4-H enrollment forms, and other paperwork as needed. Maintains filing system.
- Maintains and updates mailing list for producers, 4-H, Fair Association, etc., as needed.
- Works with auditor's and treasurer's office to monitor office budgets.
- Performs other duties as assigned (in support of extension work).

### **Professional Conduct, Appraisal and Development**

- Works under the supervision of county Extension agent – office coordinator.
- Establishes and maintains effective working relationships with supervisors and associates, and favorably represents Extension when in contact with the general public.
- Will participate in performance appraisal assessment if requested by supervisor.
- Will participate in Support Staff Conferences and other professional development updates as scheduled and appropriate to carry out duties of administrative assistant.

Applications are available at the Bowman County Auditor's office or can be obtained on-line at [www.bowmand.com/county](http://www.bowmand.com/county). Completed applications need to be returned to the Auditor's Office.

### *Equal Employment Opportunity*

Bowman County and/or NDSU does not discriminate.

Individuals with disabilities are invited to request reasonable accommodations for performing the described position of employment. To request/receive an accommodation, please contact the Extension Agent at time of position acceptance to have proper arrangements made.