



**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Secretary
DEPARTMENT: Extension Service
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., as assigned
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

(1 day/week OR approximately

DATE WRITTEN: October 1995

STATUS: Part-time 8-10 pre-arranged hours/week)

DATE REVISED: December, 2015

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Secretary for the Extension Service Department, responsible for performing a variety of reception and secretarial functions.

DUTIES:

Answers telephone and greets office visitors, providing information and assistance, taking messages, scheduling appointments and/or transferring/directing to appropriate individuals or Department.

Receives and records payments or publications, and prepares receipts as required.

Types various documents on computer, including correspondence, meeting notices and minutes and news articles.

Assists in preparing and mailing monthly newsletters, including typing on computer, adding graphics, assembling pages and sorting for bulk mailing.

Provides/distributes Department publications as requested, and assembles materials for lessons, meetings and workshops as needed.

Maintains calendar of Department events, including meeting rooms/locations, dates and times. Provides reminders to Department personnel regarding deadlines and time-limited messages.

Maintains and updates online data management systems on computer.

Performs duties of Administrative Secretary in his/her absence or when needed.

Performs related duties as assigned.

Assists with promotion of Purdue Extension and corresponding programming, including but not limited to print materials, social media, and web presence.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operating a variety of standard office equipment including mobile electric device, computer and related software, printer, telephone, fax machine, and copier.

Ability to work on several tasks at the same time, work rapidly for long periods and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other County departments, other Extension departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment with minimum supervision.

Ability to occasionally work extended, weekend and/or evening hours.

II. RESPONSIBILITY

Incumbent performs a variety of reception and clerical duties with priorities determined primarily by supervisor. Work is periodically reviewed upon completion of specific duties for adherence to instructions/guidelines.

Errors in incumbent's work are usually prevented through prior instructions from supervisor and are detected through supervisory review. Undetected errors may result in inconvenience to other agencies and/or the public.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, other Extension agencies and the public for the purpose of exchanging information.

Incumbent reports directly to the County Extension Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment, which may involve sitting for long periods and lifting/carrying objects weighing under 50 pounds. Incumbent occasionally works extended, weekend and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Secretary describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or type name.