

**POSITION DESCRIPTION
COUNTY OF WABASH, INDIANA**

POSITION: Summer Assistant
DEPARTMENT: Purdue Extension Wabash County
WORK SCHEDULE: As scheduled
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 2008
DATE REVISED: August 2019

STATUS: Seasonal
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. Wabash County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Employee serves as Summer Assistant for the Wabash County Extension Office, responsible for providing administrative support to Extension Personnel, including but not limited to the County Extension Director, Extension Educators, Community Wellness Coordinator, and Nutrition Education Program Assistant.

DUTIES:

Customer Service:

- Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages and/or directing callers to appropriate individual or department. Must be efficient in accepting, returning, and making phone calls.
- Responds to requests for information, frequently communicating with other Extension Office personnel, Purdue University and other resources as appropriate.

Office Tasks:

- Performs various tasks in preparation and facilitation of the annual County 4-H Fair, including set-up, judging, livestock shows, awards, results to media, data input, etc. as detailed in the "Fair To Do List."
- Assist with moving 4-H office to/from the fairgrounds
- Provides clerical assistance for Extension Personnel and the 4-H program such as data entry, preparing correspondence, updating mailing lists, formulating reports, and printing materials.

Programming Assistance:

- Organize and facilitate Mini 4-H Day Camp.
- Assist with Junior Leader activities
- Assists with maintaining calendar events, schedules, and paperwork for clubs and committees and sends meeting notices as appropriate.
- Assist with preparing a variety of publications such as posters, brochures, flyers, and program area newsletters.
- Proofreads a variety of literature for Extension Personnel.
- Collect and organize required paperwork for 4-H'ers to exhibit at county and state fairs.

Database Management:

- Oversee the 4-H record keeping process through the 4HOnline Database
 - Review and approve 4-H Enrollment Records for all members and volunteers
 - Enter all 4-H activities, awards, and leadership roles into 4HOnline
- Maintain, review, and accept entries into the Fair Entry system.

Professional Development:

- Attend meetings, seminars and workshops as necessary, including Extension Office Personnel trainings.
- Participate in 4HOnline and Fair Entry online trainings.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Previous 4-H experience preferred.

Must complete Purdue's "Working with Minors Training" and pass background check.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Working knowledge of standard office procedures.

Basic computer skills, including working knowledge of Microsoft Excel, Word, Publisher, and Outlook. Ability to learn and maintain digital databases, social media account, and websites.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Ability to take written messages for Extension Personnel relating to agricultural and natural resources, health and human sciences, and 4-H utilizing appropriate terminology and language.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, including computer, keyboard, calculator, fax machine, copier, telephone, risograph machine, folding machine, laminator, projectors, iPad, postage meter, and other technological equipment.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, 4-H Personnel, Extension Board, Master Gardeners, Purdue University, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to count money, make change, and perform arithmetic calculations.

Ability to work independently with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to occasionally work extended hours, evenings or weekends and occasionally travel out of town for meetings and/or State Fair setup, but not overnight.

II. RESPONSIBILITY:

Summer Assistant performs duties according to a flexible routine. Office tasks are guided by timelines and deadlines as established by Purdue Extension and the Indiana 4-H program. Employee should refer to Extension Personnel for Purdue Extension and Indiana 4-H policy interpretations that are not clearly defined in policy manuals.

III. PERSONAL WORK RELATIONSHIPS:

Summer Assistant maintains frequent contact with co-workers, other County departments, Extension Board, 4-H Council, Purdue University, and the public for the purpose of exchanging information.

Summer Assistant will receive day to day tasks from the Office Manager but directly reports to the County Extension Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Summer Assistant performs majority of duties in a standard office environment, involving sitting or walking, keyboarding, bending, reaching, crouching, kneeling, lifting and carrying supplies and equipment up to 50 pounds, hearing sounds and communication, speaking clearly and handling and grasping objects. Employee occasionally works extended hours, evenings or weekends and may travel out of town for meetings and/or State Fair setup.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Summer Assistant 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