

**POSITION DESCRIPTION
COUNTY OF WABASH, INDIANA**

POSITION: Administrative Assistant (Part-Time)
DEPARTMENT: Purdue Extension Wabash County
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: August 2008
DATE REVISED: August 2019

STATUS: Part-time
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 secretary 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:

- Maintains a clean and efficient work environment.
- 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.
- Organize and process incoming and outgoing mail and accept and sign for packages.
- Attends department meetings.

Programming Assistance:

- Teach educational programming as needed with approval of CED
- Assists with maintaining calendar of events, schedules, and paperwork for clubs and committees and sends meeting notices as appropriate.
- Assists with preparation for and clean-up following meetings and presentations.
- Assist with preparation of publications such as posters, brochures, flyers, and program area newsletters and program books/handbooks.
- Proofreads a variety of literature for Extension Personnel.
- Collect and organize required paperwork for 4-H'ers to exhibit at county and state fairs.
- Prepare for county and state fairs by assisting Extension Personnel with all aspects including set-up, judging, livestock shows, awards, results to media, data input, etc. as details in the "Fair To Do List."

Database Management:

- Annually compile, organize and input information into Database for Extension Board, Extension

POSITION DESCRIPTION COUNTY OF WABASH, INDIANA

- Homemakers, Master Gardeners, teachers, community partners, local government officials, etc.
- 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
 - Obtain and upload annual livestock retinal scans as required by Purdue
 - 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, Fair Entry, and Sales Force 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, folding machine, laminating machine, 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, Extension Board, 4-H Council, Master Gardeners, 4-H Volunteers, 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.

**POSITION DESCRIPTION
COUNTY OF WABASH, INDIANA**

Ability to compile, collate and classify data, make determinations, and present findings in oral or written form.

Ability to count money, make change, and do simple mathematic calculations.

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

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

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:

Secretary 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:

Secretary 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.

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

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Secretary 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. Incumbent occasionally works extended hours, evenings or weekends and may travel out of town for meetings and/or State Fair setup, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

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