

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office policies and practices, computer programs used by various departments, 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 prepare, copy, and file various documents and reports and maintain various files and records.

Ability to effectively communicate orally and in writing with co-workers, other County departments, 4-H members, families, and volunteers, various Indiana associations, Fair Board, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard office equipment, including, but not limited to, computer, printer, postage meter, telephone, copier, laminator, binding machine, fax machine, and calculator.

Ability to compile, collate, and coordinate data and make determinations based on data analysis.

Ability to perform simple arithmetic calculations.

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 understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

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

II. RESPONSIBILITY:

Incumbent performs recurring duties with work priorities determined by service needs of the public and supervisor. Assignments and objectives are set jointly by incumbent and supervisor. Decisions are always determined by specific instructions or existing, well established policies

and procedures. Errors are primarily detected through notification from customers and prior instructions from supervisor. Work errors could result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, 4-H members, families, and volunteers, various Indiana associations, Fair Board, and the public for the purposes of giving and receiving information and instructing.

Incumbent reports directly to County Extension Director and Office Manager.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing over 25 and up to 50 pounds, pushing/pulling objects, handling/grasping objects, pinching objects, reaching, crouching/kneeling, bending, close/far vision, color/depth perception, keyboarding, hearing sounds/communication, and speaking clearly.

Incumbent occasionally works extended hours, evenings, and weekends and travels out of town for meetings, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Secretary for the Cooperative Extension Service 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/Type name