

Job Description: SECRETARY I/4-H PROGRAM ASSISTANT
(COUNTY EXTENSION)

CLASS NO. 3104

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Performs general secretarial support for County Extension office, including typing required reports for agents, balancing and maintaining two checking accounts, preparing and mailing informational letters, fliers, and newsletters, maintaining county 4-H club membership, project records, and 4-H Connect. Assists with the management of the Chambers County 4-H Program. Participates in the planning of 4-H programs, policies and objectives. Maintaining various grant records, and assist the general public with questions or problems related to the Texas A&M AgriLife Extension office including the Better Living for Texans program, Family & Consumer Sciences, and Marine programs.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Extension Agent – Agriculture and Natural Resources
 County Extension Agent – Family & Consumer Sciences
 County Extension Agent – Coastal and Marine Resources

2. Directs: This is a non-supervisory position.

3. Other: Has contact with city, county, and civic agencies, organizations and clubs; other county employees; and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists the general public including answering agriculture, 4-H and nutrition questions, distributing informational bulletins and newsletters, making referrals to Agricultural, FCS and Marine agents and Texas A&M Specialist as needed;

Assists with the conducting of all youth programming and reports performance and tasks directly to Extension Agents. Identifies, recruits and assists in training new 4-H adult volunteers to expand the 4-H program;

Answers multiple telephone lines, including responding to questions, directing calls, and/or taking messages as appropriate;

Types required monthly reports, informational letters, and Commissioner’s Court report for Agricultural Agent, FCS Agent and Coastal and Marine Resources Agent;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved 7/12/2016

CLASS NO. 3104 (Continued)

Maintains membership rosters for 4-H Connect, county 4-H Clubs, Agriculture Producers, Commissioners Court, District Directors, News Media; Leadership Advisory Board, Family and Consumer Science Committee/Homemaker's Club, and 4-H Adult Leaders Association.

Assists in the development of monthly informational 4-H Newsletters. Assists the public with questions regarding 4-H. Recruits new 4-H members at various local events in order to boost members.

Maintains mailing lists for distribution of information concerning rice, beef, horticulture, FCS and 4-H. Prepares related newsletters for mailing, including creating, typing, and copying letters, labeling and stuffing envelopes, and affixing postage;

Processes and distribute daily incoming and outgoing mail.

Assists in training newly hired staff of County Youth Project Show, and as requested at the show;

Develops flyers for assorted programs and assists with preparations for the Houston Livestock Show and Rodeo, South Texas State Fair, Trinity Valley Expositions, annual Hay Show, 4-H Summer Camps, Ag Producers meetings, Ag Finance seminar, County 4-H Contests and Health Fairs among other events.

Sends various notices concerning, educational events and youth activities;

Makes bank deposits for various accounts, Extension Program Council, Chambers County FCS Committee, and Chambers County Adult Leaders Association.

Types requisitions for office supplies within budgetary constraints.

Other Important Duties*

Performs other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: general office operations; secretarial techniques; and Texas A&M AgriLife Extension Service programs, reports, computers, e-mail, and youth project show activities.

Skill/Ability to: demonstrate proficiency in both oral and written communication; operate standard office equipment, including typewriter, copier, postage meter, calculator, and computer utilizing standard Microsoft software; type accurately at a speed of at least 70 words per minute; maintain accurate records and files; prepare various required reports; and establish and maintain effective working relationships with co-workers, members of area agricultural related clubs, Health & Wellness organizations, 4-H members, and the general public.

CLASS NO. 3104 (Continued)

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus secretarial training and at least one year of clerical experience. Bachelor's degree is preferred.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None

Preferred notary public