

Job Description: EXTENSION OFFICE INTERN
(EXTENSION OFFICE)

CLASS NO. 3105

EEOC CATEGORY: Office and Clerical

PAY GROUP: Unclassified

FLSA: Nonexempt

SUMMARY OF POSITION

Provide clerical and administrative support services to the Extension Office, including maintaining and filing accurate records, general bookkeeping, and composing and typing reports, letters, and other correspondence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Extension Agent – AG/NR, Extension Agent – FCS, Secretary II
2. Directs: This is a non-supervisory position.
3. Other: Has contact with other county and departmental employees and the general public.

EXAMPLES OF WORK

Essential Duties*

Answers telephone;

Types, prepares, and files correspondence, letters, purchase orders, requisitions, and other records and reports as required;

Performs general bookkeeping duties,

Data Entry, Typing;

Maintains files and records;

Copies and files departmental documents; and

Sorts and distributes departmental mail.

Other Important Duties*

Prepare Chambers County Youth Project Show Exhibit Hall Entries. Assist in preparing newsletters for Agriculture, 4-H, Family and Consumer Sciences, and Coastal and Marine Resources.

Performs such other related duties as may be assigned.

*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 CC 9/23/2014

CLASS NO. 3105 (Continued)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures; and bookkeeping practice and procedures.

Skill/Ability to: effectively operate standard office equipment, including typewriter, adding machine, computer, cop and fax machines, and telephone; perform basic mathematical calculations; maintain complete, accurate records as required; demonstrate proficiency in oral and written communication (if available please provide example written communication); and establish and maintain effective working relationships with county employees and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent; if applicable

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

CERTIFICATES AND LICENSES REQUIRED

None