

# ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A SECRETARY FOR THE AGRILIFE EXTENSION OFFICE

**JOB SUMMARY:** This is a non-exempt position that is responsible for providing administrative and secretarial services for the County Extension Agents and assists Agents in providing educational information to all clientele who seek assistance. Also responsible for developing a business office atmosphere and must give a feeling of goodwill on the part of the caller or visitor to the office through courteous treatment and efficient service. The secretary supervises the part time secretary.

## **ESSENTIAL FUNCTIONS:**

- ◆ Serve as receptionist for the Erath County Extension Office and greet public
- ◆ Maintain & coordinate daily calendar and monthly schedules of agents
- ◆ Prepare requisitions and order office supplies and materials
- ◆ Keep and maintain accurate records for all monies received in the Extension Office
- ◆ Sort & distribute incoming mail. Prepare outgoing mail. Organize & file documents
- ◆ Assist agents in completing and submitting reports by deadlines
- ◆ Design newsletters, event flyers, hand-outs, presentations and publications with content supplied by agents
- ◆ Send weekly 4-H reminder email. Send announcements & updates to several different email lists
- ◆ Assist with coordination, preparation and registration of events, contests and programs
- ◆ Manage County Extension web-site, responsible for weekly updates to website and social media accounts
- ◆ Supervise and assist part-time secretary in maintaining accurate financial records

Other responsibilities include duties as assigned within the scope of responsibility and requirements of the job.

## **EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:**

- ◆ High School graduate or equivalent.
- ◆ Two years secretarial experience.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

- ◆ Excellent typing, data entry, proofreading, and research skills
- ◆ Possess excellent communication (oral and written) skills & customer service skills
- ◆ Must be friendly, courteous and helpful to the public
- ◆ Possess strong knowledge of English usage, spelling, grammar, punctuation and math
- ◆ Must be self-starter and show initiative. Punctuality is essential – secretary opens and closes office
- ◆ Must be a fast learner, critical thinker and great at multi-tasking
- ◆ Operate & maintain office equipment (copier, printer, scanner, binder, laminator, etc.)
- ◆ Proficient & knowledgeable in e-mail, internet, and commonly used software programs (such as Microsoft Outlook, Word, Excel, Publisher, MailChimp, Adobe, etc.)
- ◆ Basic bookkeeping skills required to assist in keeping accurate bank account records for multiple accounts
- ◆ Learn to use 4-H Connect software in order to maintain all 4-H records, events and activities
- ◆ Knowledge of WordPress website management or willingness to learn
- ◆ Event coordination and/or project management experience helpful
- ◆ Graphic design skills and social media management skills a plus

**WORKING CONDITIONS:** Work is performed indoors. Occasional travel is necessary for required training and other job related duties. This position has continual exposure to the computer monitor.

**PHYSICAL REQUIREMENTS:** Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs. Secretary must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Salary is based on experience and is set at Grade 4 with the range from Step 1-\$27,135.46 to Step 7-\$32,369.70 Benefits include health and dental insurance for the employee after a 90 day waiting period. Careflite insurance is provided for the employee and household family members at no cost. Erath County and employees contribute to the Texas County & District Retirement System. The County also contributes to TCDRS for a supplemental death benefit for the employee.

Vacation and sick hours are accrued each pay period.

There are 13 paid holidays.

Applicant will be subject to a drug screen.

This position is open until filled.