

ERATH COUNTY IS ACCEPTING APPLICATIONS FOR A PART TIME SECRETARY IN THE TEXAS A&M AGRILIFE EXTENSION OFFICE.

FLSA Status: Non-Exempt
Positions Supervised: None

JOB SUMMARY: Perform secretarial duties for the AgriLife Extension Office.

ESSENTIAL FUNCTIONS:

- ◆ Greet public, answer telephone and convey messages
- ◆ Updating and maintaining publications for public use
- ◆ Assist agents with preparation of programs
- ◆ Collect, receipt and balance program funds including partial cost recovery, United Way application, and completing necessary financial paperwork prior to deadlines
- ◆ Process daily mail; compile and sort bulk mailings; maintain and print mailing labels
- ◆ Responsible for county purchase orders/reviewing expenditures and balancing of line items
- ◆ Assist in the creation and maintenance of files
- ◆ Assist in the preparation of the County budget
- ◆ Scheduling and organizing conference room
- ◆ Assist Office Manager with assigned duties

The part time secretary must have a flexible schedule and be able to fill in for the full time secretary when needed. The part time secretary is accountable for fiscal duties and must have ability to maintain neat and orderly work area.

Other responsibilities include duties as assigned within the scope of responsibility and requirements of the job. Criminal background check, physical and drug test required.

EDUCATION, EXPERIENCE, LICENSE AND CERTIFICATIONS:

- ◆ High School graduate or equivalent
- ◆ Secretarial experience preferred

SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Basic computer and typing skills.
- ◆ General bookkeeping skills
- ◆ Proficient in both oral and written communications
- ◆ Must be dependable, detail oriented and confidential
- ◆ Ability to efficiently operate office equipment
- ◆ Must be friendly, courteous and helpful to the public
- ◆ Ability to associate with all County departments in a professional manner
- ◆ Must be willing to learn internal software programs
- ◆ Must be able to multi-task

WORKING CONDITIONS: Work is performed indoors. Occasional travel is necessary. 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.

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This position cannot exceed \$10.20 per hour. Hours 8-12 OR 1-5 daily. Not to exceed 28 hours weekly. This position does not include health or dental insurance; however, part time employees are required to participate in retirement with the Texas County & District Retirement System.

Drug screen required.

This position is open until filled.