

# **NDSU Extension Administrative Assistant – Logan County**

## **Job Description**

**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** NDSU Extension - Logan County

**REPORTS TO:** Extension Agents – County Commissioners

### **POSITION OBJECTIVE AND PURPOSE:**

The Administrative Assistant is a county staff member of the NDSU (North Dakota State University) Extension, Logan County office. Duties involve performing various secretarial, clerical, and receptionist duties requiring independent judgment. Serves as a receptionist and provides direct assistance to Extension agents by carrying out routine aspects of office management: answers phone and directs calls as appropriate; reviews correspondence and receives direction for distribution; compiles correspondence and reports as requested by Extension agents; manages and maintains Facebook/Social Media accounts; responds to client requests in a general way by providing literature, or in the case of technical requests by referrals to Extension specialists in the absence of the Extension agent; may serve as secretary to one or more Extension-related organizations and coordinate many routine functions of the office in the absence of the Extension agents. They are expected to know and conform to all the rules, policies, and procedures of Logan County and NDSU Extension.

This position requires a professional, personable individual with excellent verbal and written communication skills with proficiency in various computer software programs, especially Quicken, Microsoft Word, Excel, and Publisher. Taking the initiative, prioritizing tasks, and working independently are crucial to this position's success.

Applicants must be able to complete the necessary paperwork and clear screening for the 4-H Youth Protection Policy. In addition, the successful applicant must be willing to follow the NDSU Child Protection Policy.

### **Major Duties and responsibilities**

- Receives visitors, answers phones, directs clients and closely maintains office hours. Provides routine information as requested, screens requests for information, and refers to the appropriate person(s). May provide technical information upon the request and direction of the Extension agents. Maintains log of calls and office visitors.
- Handles daily mail and incoming correspondence, gathers files and other pertinent data to facilitate answering correspondence and composes routine responses. Uses e-mail daily to correspond with agents and other networks of people, and updates website regularly.
- Maintains various records (correspondence, 4-H, Family, and Community Education, Pesticide Certification, ES237, etc.), keeping them current and preparing reports as necessary.
- Attends the pesticide recertification program by registering participants for local trainings, maintains pesticide database, administers tests, and answers producer questions about the pesticide program
- Performs (minor) administrative duties, including gathering data and preparing statistical reports.
- Assists agents with preparing meeting announcements and agendas for meetings, workshops, and youth activities. Handles participant correspondence, registration materials, and compiles program handouts. Types correspondence and other materials, and transcribes minutes of meetings or conferences.

- Types routine letters, notices, news articles, circular letters, newsletters, narratives, statistical reports, expense accounts, and travel requests. Edits and proofreads all materials created within the office and maintains confidentiality.
- Participates in and keeps minutes for weekly office staff meetings to update personnel calendars, and wall calendars and to discuss office business to be conducted for the upcoming week/month.
- Orders publications and supplies as needed and maintains an inventory of office equipment.
- Keeps log book for office equipment lent or rented to individuals or agencies. Accepts payments for scale use for the Livestock and Grain Association. Records and maintains cash flow records from rent.
- Maintains appointment calendar. Sees that travel and hotel reservations are made when agents ask to do so and keeps agents aware of upcoming meetings and reporting deadlines.
- Files circulars, office copy correspondence, educational materials, 4-H enrollment forms, and other paperwork and electronic files as needed. Maintains filing system.
- Maintains and updates mailing list for producers, 4-H, Weed Board, etc., as needed.
- Works closely with 4-H families by attending council meetings and events, keeping records, and fielding 4-H related questions.
- Serves as Logan County Weed Board Secretary, fields weed board questions, assists the ANR agent in the cost-share program, and files necessary paperwork for state reimbursement.
- Operates various office equipment such as multi-line telephone, computer, photocopier, postage franking machine, fax, and laminator.
- Utilizes computer, loads prescribed programs, and enters required data.
- Maintains daily time cards, absences, vacations, and other personal records as required.
- Works with auditor's office to monitor office budgets.
- Performs other duties as assigned (in support of Extension work).

### **Professional Conduct, Appraisal, and Development**

- Works under the supervision of County Extension Agents – Office Chair.
- Establishes and maintains effective working relationships with supervisors and associates, and favorably represents Extension in contact with the general public.
- Will participate in performance appraisal assessment, if requested by supervisor or County Commission chair.
- Will participate in Support Staff Conferences and other professional development updates as scheduled and appropriate to carry out duties of Administrative Assistant.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to:

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