

BANNOCK COUNTY

CLASS SPECIFICATION

4-H SECRETARY

Department: County Extension
FLSA Designation: Non-Exempt

Pay Grade: 4
Effective Date: 10/04, 08/09

Purpose of Class

Performs general clerical, bookkeeping and office duties to support 4-H programs and the functions of the Extension Services office; performs related work as required.

Primary Function

The principal function of this job is to provide program assistance and clerical duties to support the 4-H program and the County Extension services. Duties include answering phones, assisting the public, bookkeeping, typing, filing, copying, and providing 4-H program assistance. Duties may include working at 4-H camps; managing the 4-H database; typing and preparing letters or documents using various software applications; entering data into County or department systems and applications, keeping clerical records, logs, ledgers, etc. and working within department specific processes and procedures. The work is performed under the supervision of a County Extension Educator. The principal duties of this class are performed in a general office environment and at special events. Flexibility to work evenings and weekends is required.

Essential Duties and Responsibilities (will vary by assignment)

- Receives and processes calls related to 4-H club organization, member placement, requirements, activities, home economics, and other projects;
- Maintains and organizes 4-H records, including livestock, horse, home economics and others;
- Assists in organizing new 4-H clubs, matching members to leaders, enrolling new members, etc.;
- Assists 4-H faculty member with records for county fairs, including home economics, horse shows, livestock weigh-ins, animal sales, etc.;
- Receives and disburses funds related to the 4-H program;
- Answers incoming phone calls, greets incoming clients, assisting and providing referrals to other departments or staff as needed;
- Files documents into appropriate folders; reorganizes file folders as needed;
- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, postage meter, and related equipment;
- Assembles and processes informational packets, flyers, newsletters, bulletins, web page information, mailings, etc.;

- Sets up meeting rooms for study sessions and regular meetings;
- Provides data entry services, faxing, typing, and filing;
- Runs errands, picking up or delivering papers or materials;
- Creates and types forms/letters, brochures, pamphlets or other documents;
- Maintains files, logs and other records;
- Assists with and participates in special events;
- Uses computer to obtain information or enter data;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- 4-H programs and Extension Office information and activities;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- English grammar, spelling, punctuation, and composition;
- Bookkeeping practices and procedures;
- Current office practices and procedures.

Ability to:

- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Assist at special events;
- Operate a variety of standard office equipment and cash register;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Operate a motor vehicle;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and some specialized training in secretarial field is preferred;
- One (1) year general office and 4-H experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Ability to pass background check is required;
- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and work in an office environment.