

BANNOCK COUNTY

CLASS SPECIFICATION

4-H SERVICE ASSISTANT – County Extension

Department: County Extension
FLSA Designation: Non-Exempt

Pay Grade: 3
Effective Date: 01/05, 08/09

Purpose of Class

Assists in event planning, marketing and general operation of county 4-H program; performs related work as required.

Primary Function

This is a program support position with the principal function to provide support to the University of Idaho Extension staff in areas such as event planning, assisting in the development of 4-H camp and other programs, assisting the public, marketing, assisting in presentations, and training. Serves as a member of the Extension team by working collaboratively on programs as needed. Planning children's activities, and working within department specific processes and procedures. The work is performed under the supervision of a County Extension Educator, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. 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)

- Assists in planning 4-H activities such as skills camps, County fair, style review, and related assigned activities;
- Assists in marketing 4-H programs to the community using flyers, building displays, brochures, school presentations, and related methods;
- Assembles and processes informational packets, mailings, etc.;
- Assists in coordinating with local business for support of 4-H activities;
- Assists with 4-H camp in Wyoming to include interviewing counselors, registering campers, working with other counties, and related assigned duties;
- Attends 4-H activities, planning and training meetings;
- Assists with placement of children in 4-H clubs;
- Assists in teaching the Silver Linings Program in cooperation with Bannock county;
- Assists with Operation Military Kids 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;
- 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

- Backs up Silver Linings Teachers and Extension secretaries;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- 4-H Program activities and goals;
- Marketing techniques, public relations and presentation skills;
- Assists 4-H Educator with some conflict issues;
- Youth event planning, organization, and supervision;
- Effective training skills;
- 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:

- Present information effectively to groups varying in age;
- Plan and carry out events for children;
- Solicit support from local businesses to support activities;
- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of standard office equipment and cash register;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected 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;
- Two (2) years 4-H experience is required; 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, supervise children's activities 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 lift up to 50 pounds, stand for an extended period of time and participate in strenuous activity with children, and work in an office environment and outdoor environment.