

BANNOCK COUNTY

CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT-County Extension Services

Department: County Extension
FLSA Designation: Non-Exempt

Pay Grade: 5
Effective Date: 10/04, 08/09

Purpose of Class

Performs administrative support for the County Extension Services office; performs related work as required.

Primary Function

This is an administrative support position with the principal function to provide administrative support to the County Extension Services office in areas such as answering phones, assisting the public, filing, typing, monitoring budget and calendar, preparing for and recording meetings, researching documents, and performing accounts payable/receivable. Duties may include typing and preparing correspondence and documents using various software applications; composing responses, maintaining files, records and documents, 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 or at special events. Some travel may be required to attend training classes and prepare/set-up classroom, activities or other training facilities at various locations.

Essential Duties and Responsibilities (may vary by assignment)

- Receives and processes incoming phone calls, greets the public, assisting and providing referrals to other departments or staff as needed and explaining the activities and services of the Extension office;
- Performs bookkeeping duties to receive and disperse funds and to maintain account records;
- Processes accounts payable and receivable;
- Balances monthly budgets and deposits funds;
- Assists in preparation and monitoring of the budget, including working with special grants and contracts, fair budgets and other budget items;
- Performs administrative support duties for Family and Consumer Sciences program including secretarial support, website management, and publication of the quarterly newsletter;
- Updates and reports all Documentation of Budgets to the University of Idaho District IV Director;
- Provides data entry services, faxing, typing, and filing;
- Creates, transcribes, types and proofs files, memos, letters and documents;

- Schedules appointments as required;
- Prepares classroom materials and sets-up room or location facilities;
- Creates and maintains County files, records and documents including projects and programs;
- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, microfilm reader-printer, drug and alcohol testing equipment, fax machine, palm calendar, and related equipment;
- Picks up, sorts, and routes mail to appropriate parties;
- Manages office supply purchasing and repair of office equipment;
- Uses computer to research documents, obtain information or enter data;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Assists Department personnel when necessary;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Policies, procedures and activities of the Extension Services office;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- Basic bookkeeping practices;
- English grammar, spelling, punctuation, and composition;
- Customer service practices and procedures including good phone etiquette;
- County government administrative practices and procedures;
- Current office practices and procedures.

Ability to:

- Perform basic mathematical computations;
- Perform basic bookkeeping functions;
- Work independently and make appropriate decisions when supervision is not readily available;
- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of standard and specialized office equipment;
- Maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- 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 technical certificate in secretarial science, general business, or a related field is preferred;
- Two (2) years progressively responsible office experience providing exposure to County administrative processes and complex secretarial duties 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 a background check is required.
- Valid Idaho State Driver's 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, flexibility, 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.