



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Secretary	
Department: Extension	Position Fund Account No.:
Division:	Job Category: COMOT
Work Schedule: 8:30 a.m. – 4:00 p.m., M-F	Job Grade:
Reports to: ANR Educator/Extension Director	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: May 2008 Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Delaware provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Secretary for the Delaware County Extension Office, responsible for providing administrative support to Extension Educators, assisting with meetings and programs and maintaining records for such programs.

DUTIES:

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages, and directing callers to appropriate individual or department.

Performs duties for 4-H programs, including maintaining database, updating mailing lists, preparing and maintaining forms, files, spreadsheets, and meeting dates, preparing and sending various documents and letters, preparing signs, and maintaining communication with 4-H members, parents, and guardians. Maintains livestock and auction records for County fair.

Performs a variety of clerical duties, including typing correspondence, postcards, reports, news releases, minutes of meetings, flyers, notices, and other documents, proofreading and editing documents, and maintaining computer databases and mailing lists. Designs and prints flyers, booklets, pamphlets, and other documents.

Opens and sorts incoming mail, distributes mail to appropriate individuals, and prepares and sends bulk mailings.

Compiles and prepares public speaking presentations.

Prepares 4-H, Master Gardner, Extension Homemakers, and agricultural newsletters, including writing articles, gathering information, editing, designing, printing, and mailing.

Maintains petty cash fund, including preparing and balancing deposits, and preparing receipts.

Prepares and processes claims and vouchers for accounts payable, and reviews account balances for county fund lines and educational funds from Purdue University. Identifies income and expenses in Ed Fund Transactional Spreadsheet.

Communicates with various organizations to coordinate meetings and catering for events.

Conducts inventory and orders supplies for office and each program area as needed or requested.

Works with the Extension Homemaker to update annual contact list and draft a yearly contact and events booklet.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Working knowledge of standard accounting practices and procedures with ability to accurately prepare and process accounts payable, reports, reconcile and balance account records, ensure accurate maintenance of Department records, and resolve discrepancies as needed.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports.

Ability to properly operate standard office equipment, such as computer, calculator, fax machine, copier, and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Commissioners, Purdue University, Extension board, 4-H council, news media, local schools, Farm Bureau, Fair Board, Master Gardener Association, Extension Homemakers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to maintain files, post, and mail materials.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral instructions and present findings in oral or written form.

Ability to plan design materials and presentations. Ability to write and edit news releases, including designing brochures and booklets.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to count, compute and perform arithmetic operations.

Ability to compare, observe similarities and differences between data, people, or things, apply knowledge of people and locations, make determinations, and take action based on data analysis.

Ability to plan and layout assigned work projects.

Ability to occasionally work extended, evening hours and weekends and travel out of town, but not overnight.

II. RESPONSIBILITY:

Work priorities and schedules are primarily determined by seasonal deadlines and the service needs of the public. Assignments are guided by broad policies and/or general objectives. Periodically, decisions are made in the absence of specific instructions or specific policies and procedures. Errors are primarily prevented through procedural safeguards and legally defined procedures. Undetected errors could result in loss of time to correct errors.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Commissioners, Purdue University, Extension board, 4-H council, news media, local schools, Farm Bureau, Fair Board, Master Gardener Association, Extension Homemakers, and the public, for the purpose of exchanging information, and rendering service.

Incumbent reports directly to the ANR Educator/Extension Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, color/depth perception, close/far vision, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent works near fumes, odors, dust, dirt, in noisy environments, and in confined areas.

Incumbent is occasionally required to work extended, evening hours and weekends and travel out of town, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Secretary for the Delaware County Extension Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. The above job description covers the most significant duties to be performed but does not exclude other occasional work projects or duties as assigned by supervisors.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature

Date

Reviewed with Employee

Date

Employee's Signature

(Printed Name)

Date

Signed copy to : Human Resources(Original)
Supervisor