**Elmore County**

Class Specification

**Administrative Assistant - Extension**

Occupation Class: 43-6014 Pay Grade: 7

FLSA Designation: Covered/Nonexempt Effective Date: 04-2021

Revised: 10-2022

**General Statement of Duties**

Performs general administrative work in support of University of Idaho (UI) Extension Elmore County Services offered through the UI and the County. The employee will provide a wide variety of secretarial, receptionist, and support functions. They will apply computer program knowledge and applications in developing and maintaining records, collecting information, and developing, preparing, and producing a wide variety of business documents relating to Extension programs. The employee will answer phones, direct telephone and walk-in clientele to the appropriate facility or program, respond to routine inquiries and explain office services to customers.

**Classification Summary**

The primary function of an employee in this class is to provide administrative support for the UI Extension Department functions, including performing secretarial and clerical duties as assigned, program assistance, research, development of newsletters/brochures and maintaining fiscal department records. As the only administrative support person in the Department, the employee provides assistance to the public on all Department programs/procedures, fees and other business-related issues. The Program Assistant reports to the Extension Office Manager and performs as directed by the UI Extension Educator. The nature of the work requires the employee to be detail oriented with good organizational and writing skills. The principal duties of this class are mainly performed in a general office environment.

**Examples of Work** (Illustrative Only)

**Essential Duties and Responsibilities**

* Reviews existing administrative procedures and initiates or recommends improvements;
* Designing, preparing and distributing documents and correspondence including newsletters, flyers, brochures, and other printed materials for classes, workshops, and programs.
* Order supplies for Department programs/activities/events/marketing/operation; for UI Extension Elmore County Educator and 4-H Program Coordinator.
* Assists UI Extension Elmore County Educator and 4-H Program Coordinator with all ongoing and future programming efforts;
* Proofreading, editing, and designing documents, presentations, and publications for Extension Educators and staff members.
* Gathers information and prepares drafts of annual and monthly budgets; maintains monthly budget records and reconciles records with Elmore County Treasurer’s and Auditor’s Offices
* Prepares monthly financial reports; reviews and/or prepares bills for payments; creates and submits payments vouchers for all office bills and staff; Processes purchase orders, records,
* Maintains UI annual inventory reports; tracks property ownership (UI or County) and condition.
* Processes UI Extension incoming fiscal transactions daily, utilizes a check-and-balance system for accounting functions and maintains security monies received; Serving as cashier to accept and receipt monies from customers.
* Works collaboratively with all Elmore County Departments;
* Maintains and oversees all administrative files (hard copy and electronic) of the Department;
* Keeps meticulous records for UI Digital Measures recording on a daily, weekly, monthly and yearly basis;
* Assisting with updates to contact, mailing and distribution lists; tracking and filing correspondence and background documents from meetings.
* Ability to work effectively with diverse individuals and teams, contributes to the team by providing an encouraging office environment for Department staff/employees;
* Provides public assistance on Department programs and procedures, fees and other related business dealings; Answering inquiries from customers and direct them to other agencies if needed.
* Oversees calendar for activities and schedule for the UI Extension Educator and providing calendaring assistance for 4-H Coordinator;
* Monitors the library of Department publications/literature;
* Maintains visual displays promoting Extension Office services (Courthouse);
* Oversight and scheduling of other Elmore County buildings/rooms as assigned,
* Maintain the UI Extension Elmore County Website page; UI Extension and 4-H Facebook pages.
* Assist Department staff during the Elmore County Fair with various duties as assigned;
* Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of operations and activities for Elmore County. Answering inquiries from customers and other agencies; screens calls and determines proper referral.

**Other Duties and Responsibilities**

* Performs other related duties as required or assigned by UI Extension Educator/4-H Program Coordinator.
* Ensure departmental compliance with the UI policy on non-discrimination as stated in the UI Faculty/Staff Handbook, Section 3060.
* Contribute to the UI Extension and Elmore County Extension Affirmative Action and Americans with Disabilities Act plans.

**Required Knowledge, Skills and Abilities**

Knowledge of:

* Standard office procedures, best practices and basic accounting principles;
* Microsoft PowerPoint presentation development;
* Computer operations (Windows/Mac), Microsoft Office Suite (Word, Excel, PowerPoint etc.), databases or other software (e-mail and general computer software programs).

Ability to:

* Develop efficient processes, track and monitor financial and other accounting records;
* Gather and analyze data and prepare reports, record/maintain records and other Department documents;
* Express ideas clearly and concisely in written and oral communication;
* Use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access) at a proficient level;
* Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
* Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established Department procedures;
* Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines as assigned by the UI Extension Staff;
* Perform all work duties and activities in accordance with Elmore County policies, procedures and safety practices;
* Report UI financial policies, procedures and safety practices;
* Perform assigned tasks with integrity, ingenuity and inventiveness;
* Deal with the public in a tactful, pleasant, courteous, and diplomatic manner and to maintain confidentiality of information:
* Quickly learn the processes and procedures of the Extension and 4-H programs to provide accurate and complete explanations and information to public.
* Assist UI Extension Employees on a wide variety of tasks/projects in supporting UI Extension Programs in Elmore County and across Idaho;
* Correctly use English grammar and spelling in all communication and marketing of programs;
* Problem-solve and be attentive to detail with good organizational, planning, communication, and financial skills/experience;
* Type 40 words per minute minimum;
* Pass pre-employment background check;
* Work occasionally in the evenings or weekends.

**Minimum Qualifications and Training:**

* High School diploma or GED; **AND**,
* 2 years of post-secondary education or a completed Associate Degree (A.A./A.S./A.A.S.) from an accredited institution (preferably in Communications; Business Administration, Education, or Science related studies); OR
* Any equivalent combination of experience and training which provides the knowledge, skills, and abilities which demonstrate competence in the above requirements;
* Must Possess a Valid Idaho Driver’s license.

**Experience with the following is preferred:**

* UI Extension Master Gardener Program, 4-H Youth Development Program, general gardening or agricultural knowledge;
* Program marketing and promotion;
* Knowledge of USDA, ISDA, NRCS, UI Extension, Elmore County and other federal/state agencies operations, functions and scope;
* Spanish speaking/writing/translation.

**Preferred Qualifications:**

Education: Bachelor’s Degree (B.A./B.S.) in Communication, Business Administration, Office Management, Accounting, Education, Science or any other related field from an accredited institution;

Possess: Professional, educational or personal experience in office management, administrative assistant or successful program development and support.

**Essential Physical Abilities**

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
* Sufficient vision with or without reasonable accommodation, which permits the employee to establish, maintain and monitor documents;
* Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
* Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting, lift, carry or otherwise move up to 25 pounds.