

ADMINISTRATIVE SECRETARY-AGRICULTURE & NATURAL RESOURCES

CLASS NO. 2017

EEOC CATEGORY: Office and Clerical

PAY GROUP: 12

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs general secretarial and management support functions for County Extension Agent- Agricultural & Natural Resources Extension Agent/County Coordinator, including coordinating staff activities, typing required reports for the agents, preparing and mailing informational letters or fliers, maintaining ag list, beef list, cattlemen's memberships and livestock records, and assisting the general public with questions or problems related to the extension office.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Extension Agent-Agricultural & Natural Resources/Program Coordinator and appointed County Coordinator for AgriLife Extension, Texas A&M.
2. Directs: This is a non-supervisory position;
3. Other: Has frequent contact with city, county, and civic agencies; associations organizations; other county employees; and the general public.

EXAMPLES OF WORK¹

Essential Duties

Works with county fair and livestock show in setting up and preparing documentation for weight classes, sales sheets, sales invoices, running Show Works and other related items to the fair;

Prepares and distributes sales proceeds to 4-H and FFA exhibitors;

Assists in preparation, collecting money, and distribution of calf scramble checks for county junior livestock show;

Prepares and calculates agriculture demonstrations for handbooks;

Maintains current address lists for, agricultural, horticultural, and aquaculture lists;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Assists Cattleman's Association with mail, bank account, membership, board meetings, workshops, and annual banquet;

Balances account for Leadership Advisory Board;

Mails letters regarding testing and training to private chemical applicators;

Answers the telephone, including responding to questions, directing calls, and/or taking messages as appropriate;

Prepares labels from appropriate mailing lists for bulk mailings, stuffs envelopes, and mails documents;

Prepares news releases, weekly news articles, and special project reports for delivery to newspapers and files copies for permanent record;

Composes and types routine letters for agent's signatures as requested;

Reviews newsletters for updates and conformance to procedures;

Assembles and compiles data for special reports;

Catalogs and files information received from agricultural resources;

Takes dictation from agriculture agent and transcribes in proper form;

Uploads and downloads information in computer from district and state offices; and

Updates and inputs computer for customized commodity programs;

Provides secretarial support to other extension service areas as needed.

Other Important Duties

Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: general office operations; secretarial techniques; general bookkeeping procedures, and County Agricultural Extension Service programs and activities.

Skill/Ability to: demonstrate proficiency in both oral and written communication; operate standard office equipment, including typewriter, copier, postage meter, calculator, and computer utilizing standard word processing and spreadsheet software; type accurately maintain accurate records and files; take and transcribe dictation; prepare various required reports; and establish and maintain effective working relationships with co-workers; members of area agricultural related clubs or organizations, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, plus at least two (2) years of secretarial experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.