

Position Title: Clerk III (Permanent Part-Time 25 hours per week) FLSA Status: Non-Exempt

Reports to: Extension Area Director Pay Grade:

Department: Extension

## I. Position Summary

This position provides advanced administrative and program support to the Extension Department; and provides responsive, courteous, and efficient customer service in support of departmental operations.

*This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.*

## II. Essential Duties and Responsibilities

- Responsible for maintaining and reconciling office finances, budgets, and educator/coordinator program accounts. Posts receipts and expenditures, prepares deposits and sends payments for department's bills. Prepares monthly vouchers for office expenses for Extension Committee meetings. Purchases office equipment and supplies, keeps office inventory. Prepares Agriculture and Extension Committee agendas, minutes, and correspondence as directed. Maintains documentation and collects monies, issues receipts, and logs receipts for dues, services, registrations, and payment of publications and materials.
- Perform reception tasks including: answering telephone calls, routing calls, taking and delivering messages, greeting clientele, answering questions, and provides basic program information to the public as needed.
- Maintains electronic and paper filing and record systems to provide easy access to records and information; provides retention of records as required by Department and County policies.
- Prepares, copies, collates and distributes a variety of programs, educational materials, newsletters, and news releases for Extension programs, services, and partnering organizations. Operates office equipment such as copier, collator, folding machine, computer, FAX machine, postage meter.
- Maintains inventory of program literature, bulletins and office supplies. May have responsibilities for ordering of materials and office supplies.
- Has a working knowledge of online design (such as Google/Canva) and processing programs, in addition to computer/desktop applications and tools, for correspondences, newsletters, reports, programs and brochure development.
- Ability to collaborate in online materials development, survey and form creation (such as Google/Qualtrics), and willingness to seek out new platforms that support office programming efforts.
- Works with Extension Website platforms, Facebook page, other social media sites and e-mail management platforms.
- Database management such as the 4-H Online Program enrollment database – manage, enter, review, and approve records and information in the program's database. Creating necessary reports and specialized mailing lists associated with such databases.
- Builds relationships with and offers support to 4-H and community volunteers.
- Ability to Multitask at all times

### III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Communicates effectively and professionally, both orally and in writing.
- Creates and maintains excellent customer relations with a wide diversity of clientele.
- Establishes and maintains effective working relationships with co-workers and others.
- Leads others, works independently, works as a team and seeks supervision as appropriate.
- Attends staff meetings and training sessions as requested by the department head.
- Records vacation and sick leave as directed.
- Strong organizational skills, including the ability to manage multiple priorities and frequent interruptions.
- Performs related work as required or directed.
- Performs County Fair tasks in cooperation with the Fair Coordinator and the Area Extension Director

### IV. Physical Demands

This work requires the occasional exertion of up to 30 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Frequently moves around office and waits on counter; moves about the office building. May travel to other offices or sites for meetings, programs, mail, etc. Involves minimal potential and/or direct exposure to blood or body fluids.

### V. Education and Training Requirements

- Graduation from an accredited high school, or GED. Vocational/Associate degree in related field with advanced technical training; preferably supplemented by three years of office experience and some experience working with various socio-economic levels of public; or any acceptable equivalent combination of training and experience which provides the required knowledge, skills, and abilities to perform the duties of the position.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.