



THE UNIVERSITY OF GEORGIA

COOPERATIVE EXTENSION

Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

COUNTY EXTENSION SECRETARY JOB DESCRIPTION

ROLE:

The County Extension Secretary is responsible for a variety of general office tasks. Work includes the performance of standardized office duties which involve using judgment based on knowledge gained through experience. Assignments which depart from established institutional or county procedures are approved by a supervisor, but employees will be expected to develop their own techniques and procedures. May coordinate functions with Extension staff and/or program assistants. Secretaries will work cooperatively with all agents and are administratively responsible to the County Extension Coordinator and District Extension Director.

MAJOR RESPONSIBILITIES:

1. Conducts duties in accordance with The University of Georgia Cooperative Extension EEO/AA plan that ensures educational programs, assistance and materials to all people without regard to race, color, national origin, age, sex or disability.
2. Assists County Extension Coordinator with personnel procedures (i.e., hiring, terminating staff, benefits information).
3. Serves as the office receptionist. Receives the public during working hours unless otherwise temporarily assigned.
4. Has varying levels of responsibility for maintaining records for fiscal reporting. May prepare various accounting forms and exercise basic accounting responsibility in reconciling local Extension budgets. Must keep financial records current within the existing month.
5. Responsible for maintaining the office filing system in a manner that corresponds with the standard for all Extension offices.
6. Coordinates a variety of office tasks with county staff.
7. Demonstrates and maintains a constant and obvious effort to capitalize on various professional improvement opportunities available.
8. Maintains office inventory of publications, office supplies and materials as needed.

9. Orders supplies, publications and other materials as needed and stores them upon receipt.
10. Receives and submits various types of samples for clientele. Some lifting required.
11. Handle other duties as assigned.

SKILLS REQUIRED:

1. Demonstrates considerable knowledge of business grammar and punctuation; office procedures and systems; and current effective and efficient office practices.
2. Skilled in operating a variety of office equipment such as computer, fax, scanner, typewriter, mimeograph, copier, and telephone.
3. Proficient in current word processing and data management and accounting software programs (i.e., QuickBooks, Microsoft Word, PowerPoint, Excel, etc.).
4. Exhibits high standards of professionalism in personal contacts, appearance and work habits. Possesses necessary personal skills to perform public relations responsibilities effectively.
5. Ability to establish and maintain effective working relationships with county, district and state staff, local government employees and clientele.

Due to the District each month:

General Assembly Form
Postage Report
Bank Statements
Work Files
Office Minutes
GA Counts

Keep Updated:

Kronos (time card)
County Website
Online Mail List
Office Calendar on Outlook

Day to Day:

Travel Expense forms/check requests
Quickbooks (data entry & reports)
Excel (spradsheets for all programs)
Word (letters, memos, programs)
Quill - Office Supplies
Reconcilitation of Bank Statements
Leave forms
Weekly bank deposits
Postage for the office
Answering the phone
Greeting Clients
Check County email serveral times a day
General office support for agents
Make copies of any newspaper articles & log them
Make any copies of corrspondance for work files
Pay all bills and keep supporting documentation
Filing
Keeping Files up to date
Budgets
Fundraisers

ANR:

Private Applicator Licensing
Gate Cards
Production Update meetings
Cattlemen's meetings
Soil, Water, Plants, Litter samples to labs
Print Publications as needed

help with:

Livestock Concession Stands, NRA Banquet, DPA