**POSITION TITLE:** 4-H Extension & Weed & Pest Administrative Assistant

**SALARY:** Hourly wage and all benefit selections available to County employee

**HOURS:** 40 hoursper week, 8:00am – 5:00pm, Monday – Friday except holidays, Reporting times may vary depending on events. Overtime hours may be required.

**LOCATION:** Fall River County 4-H/Extension Office – Weed & Pest Office, 709 Jensen Hwy, Suite B, Hot Springs, SD.

Some travel may be required for training, events and meetings.

**PURPOSE:** To provide office support to Fall River County Extension, 4-H /Youth, and Weed and Pest Departments. Responsible for the organization of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. Responsible for all duties and decisions of operating and maintaining office during times when immediate supervisors are not available.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

* Receive incoming phone calls, determines needs and or subject of call. Responds or transfers caller to appropriate person. Receives visitors into the offices
* Provide secretarial and clerical support in the preparation of reports, correspondence, and other documents using professional and acceptable formats
* Maintain records and files making sure filing systems are maintained and current.
* Office management of budget, supplies, equipment, and inventory
* Provide information or support as assigned or requested by 4-H/Extension Supervisor or Weed & Pest Supervisor
* Assist in the development and maintenance of office procedures that will ensure effectiveness and efficiencies, including areas of retention and retrieval
* Ability to maintain and provide confidentiality of information and records
* Receptionist, maintaining message logs, assess and properly refer calls/clientele to SDSU Field Specialist regarding crops, livestock, food & families, community leadership or other areas that require expertise
* Maintain organization of informational/educational printed bulletins and publications, distribute them as requested
* Pesticide Applicator Testing. Maintain references, up to date testing material, letters, schedule and monitor tests and submit records to SD Department of Agriculture
* SDSU Master Gardener assistance. Assess clientele needs, refer and follow up. Maintain educational library and informational items
* Ensure Civil Rights records and compliance is current
* Medicare D - Coordinate volunteers and schedule appointments, maintain office atmosphere in a safe and confidential manner
* Support the SDSU Extension mission, policies and procedures
* Maintain communication network with SDSU Field Specialists, 4-H Office, 4-H/Youth Advisors, volunteers, boards, public, SDSU Extension Administration
* Maintain County 4-H enrollment records to assure accuracy for reporting to State and Federal and ensure security, integrity and confidentiality of information
* Responsibility of maintaining regular communication with 4-H families
* Ensure that records for 4-H members insurance and youth related protection standards is prepared and premiums paid by due dates
* Ensure that all 4-H events are covered by insurance and premiums paid by due dates
* Responsible for submitting in a timely manner press releases to media for 4-H and Youth events
* Prepare monthly joint county 4-H Newsletters
* Maintain and ensure that current records on High Responsibility 4-H Volunteers are accurate and up to date and ensure security, integrity and confidentiality of information
* Responsibility of recording, submitting tests, event entries, and records for 4-H Achievement Days (county), 4-H Horse Show (county & state), 4-H Shooting Sports (county & state), South Dakota State Fair, Teen Leadership Conference (state), Citizenship Washington Focus (national)
* 4-H Achievement Day preparations including entry tags, judges, score sheets, building arrangements, volunteers, and ordering awards. Recording and entering event scores and placings
* Responsible for maintaining current 4-H Sponsors and Donors lists and for billing and collecting award costs
* 4-H Recognition Event preparation including verifying youth awards, records, and achievements. Coordinate event by ordering awards, preparing event script and program
* Prepare materials for various 4H/Youth workshops
* Provide 4-H project curriculum and materials
* Answer questions regarding written policies, procedures, deadlines
* Reception of office clientele, phone, email messages, maintaining message logs and providing factual information to clientele
* Proof all newsletters
* Proof and submit Weed & Pest Board Meeting Minutes to media
* Ensure letters regarding landowner noxious weed notification are sent to proper landowner with correct information included
* Maintain log on landowner noxious weed notification and that files are kept up to date

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:**

* Knowledge of office procedures, practices and policies requiring independent judgment analysis, decision making and problem solving and able to problem solve

**SKILLS:**

* Must be able to multitask
* Must possess good organizational skills
* Must be able to exercise tact, patience, and discretion in communicating and dealing with persons of varying background and temperament
* Must be able to operate various office equipment including scanner, copier, fax machine, calculator
* Must be efficient in Microsoft Word, Outlook, Publisher, and Excel
* Must have excellent communication skills, either on telephone, in person or written as a primary duty in working with the public and youth

**ABILITIES:**

* Ability to operate various office equipment including computer, scanner, copier, fax machine, calculator

**EDUCATION & EXPERIENCE:**

* High School Diploma or GED certificate
* Office & customer service experience preferred

**ADVANCEMENT/PROMOTION:** Wages may increase with position advancement/promotion.

THIS POSITION DESCRIPTION SHOULD NOT BE CONSTRUED TO IMPLY THESE REQUIREMENTS ARE THE EXCLUSIVE DUTIES OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE ASSIGNED.