

**MARION COUNTY UNIVERSITY OF MISSOURI EXTENSION COUNCIL  
ADMINISTRATIVE SUPPORT ASSISTANT**

**GENERAL**

The office Administrative Support Assistant is an employee of the Marion County University Extension Council. The Administrative Support Assistant is responsible for a variety of duties, including supporting the County Extension Council and county specialists, managing office communication and supporting office operations. The position is full time (forty hours per week), with regular hours Monday through Friday, 8:00 A.M to 5:00 P.M.

**MAJOR DUTIES**

A. Support of County Extension Council

- Maintain extension council's financial records.
- Prepare all council minutes and letters.
- Maintain council's files.
- Mail checks to claimants the day after the Extension Council meets or after signature(s) are on checks. Retain and file a copy of all bills in appropriate monthly folders.
- Prepare quarterly and yearly tax statements.
- Effectively utilize QuickBooks accounting software adopted by the office.

B. Support of County Specialists

- Assist each staff member with the development and maintenance of program mailing lists.
- Assist each staff member with development of program materials as required.
- Prepare newsletters and other materials for mailing.
- Checking and preparing travel and send to Regional Director by due date.
- Effectively utilize accounting, word processing, spreadsheet and database software applications adopted by the office.

C. Effective Communications

- Manage office communication, including telephone, email, mail, and social media accounts.
- Ensure that all typing is completed in a timely manner. The appearance of the final typed material must promote a good professional image.
- Assist with correspondence course exams.
- Handle soil tests, forage lab tests, plant pathology, bean germination, private applicators license and pressure gauge testing.
- Cordially and diplomatically assist all office visitors.
- Maintain a spirit of cooperation with staff; working as a team to accomplish the objectives of University of Missouri Extension.
- Project a positive image and maintain appropriate office dress attire.
- Conduct activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.

D. Support of the Overall Office Operation

- Ensure that the office is opened and closed in accordance with the established schedule.
- Develop and maintain an effective and systematic filing system.
- Ensure that an adequate inventory of all necessary office supplies is maintained.
- Effectively manage and maintain an appropriate inventory of guide sheets, bulletins and other resource material.
- Manage and maintain an office inventory of all office furniture and equipment.
- Ensure that the overall appearance of the office area promotes a neat and professional image.

## **ACCOUNTABILITY**

- The county Administrative Support Assistant supports the program efforts of all extension professional and para-professional staff.
- The regular supervision of the Administrative Support Assistant is provided by the county program director in cooperation with the county based professional staff.
- The county Administrative Support Assistant is employed by the Marion County University Extension Council. Council Chair, Executive committee, Personnel committee and Audit committee work with the CPD to determine annual evaluation, salary adjustments and grievance resolution recommendations to the full council.
- Evaluations are conducted in February or March after the Council's Annual Meeting.

## **COMPENSATION**

- \$11 per hour wage.
- Paid vacation and sick days
- Two PPO plans and one Health Savings Account plan offered
- Matched contribution retirement plan