

POSITION DESCRIPTION
UNIVERSITY EXTENSION ADMINISTRATIVE ASSISTANT
RALLS COUNTY

GENERAL

The office administrative assistant works for the University of Missouri Extension Council -Ralls County and by agreement with the Ralls County Commission is considered an employee of the county. The office administrative assistant is responsible for a complex variety of secretarial work involving the performance of secretarial duties and some office management for the total county extension program. The Ralls County extension office is open between 8:00 a.m. – 12:00 (noon) and 1:00 – to 4:30 p.m. This is a non-exempt position under the Fair Labor Standards Act. Annual salary adjustments are not automatic and are based on merit and the county's funding capacity.

MAJOR DUTIES

A. Effective Communications

1. Manage incoming telephone calls.
2. Ensure regular distribution of both postal and electronic mail.
3. Ensure mail is posted nightly.
4. Ensure that all typing is completed in a timely manner. The appearance of the final typed material must promote a good professional image.
5. Assist with correspondence course exams.
6. Handle soil tests, forage lab tests, plant pathology, bean germination, private applicators license and pressure gauge testing.
7. Cordially and diplomatically assist all office visitors.
8. Maintain information flows and messages for specialists.
9. Maintain a spirit of cooperation with staff; working as a team to accomplish the objectives of MU Extension.
10. Project a positive image and maintain appropriate office dress attire.

B. Support of the Overall Office Operation

1. Ensure that the office is opened and closed in accordance with the established schedule.
2. Develop and maintain an effective and systematic filing system.
3. Ensure that an adequate inventory of all necessary office supplies is maintained.
4. Effectively manage and maintain an appropriate inventory of guide sheets, bulletins and other resource material.
5. Manage and maintain an office inventory of all office furniture and equipment.
6. Ensure that the overall appearance of the office area promotes a neat and professional image.
7. Ensure or maintain an up-to-date county web page and/or social media sites following established guidelines.

C. Support of County Specialists

1. Assist each staff member with the development and maintenance of program mailing lists.
2. Assist each staff member with development of program materials as required.
3. Prepare newsletter and other materials for mailing.

D. Support of County Extension Council

1. Maintain extension council's financial records.
2. Assist with council minutes and correspondence.
3. Maintain council's files.
4. 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.
5. Prepare quarterly and yearly tax statements.
6. Effectively utilize QuickBooks accounting software adopted by the office.

E. Qualifications

1. Education equivalent to high school diploma.
2. Ability to do accurate typing at 50 words per minute.
3. Excellent proofreading skills.
4. Good communication skills, including the ability to write a good business letter.
5. Ability to learn to use a computer in a variety of applications, including word-processing, mailing, QuickBooks, all Microsoft word, office, etc. and other desired skills; Power Point, Excel, and other presentation formats.

ACCOUNTABILITY

1. The county administrative assistant supports the program efforts of all extension professional and para-professional staff serving the county.
2. The regular supervision of the office administrative assistant is provided by the county engagement specialist in cooperation with the Extension Council.