

**POSITION DESCRIPTION
UNIVERSITY EXTENSION SECRETARY**

RALLS COUNTY

GENERAL

The office secretary is an employee of the county's University of Missouri Extension Council. The office secretary 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. Secretaries/ Office support staff are employed and paid monthly by the Ralls County Extension Council. Annual wage adjustments are not automatic.

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 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 a spirit of cooperation with staff; working as a team to accomplish the objectives of Extension.
9. Maintain information flows and messages for specialists.
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, clean and professional image.
7. Ensure or maintain an up to date county web page following established web 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 newsletters and other materials for mailing.

D. Support of County Extension Council

1. Maintain extension council's financial records.
2. Prepare all council minutes and letters.
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 copy of all bills in appropriate monthly folders.
5. Prepare quarterly and yearly tax statements.
6. Other duties as assigned by the Council or County Engagement Specialist.

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 presentational formats.

ACCOUNTABILITY

- A. The county office secretary supports the program efforts of all extension professional and Para-professional staff.
- B. The regular supervision of the office secretary is provided by the County Engagement Specialist in cooperation with the Extension Council.

PERSONNEL

Secretaries/Office support staff are employed and paid monthly by the Ralls County Extension Council. Adjustments are determined by the level of appropriations obtained by the council. Wage adjustments will be made on January 1 or upon approval of County commission funding, of each year if need be. After their probationary period has been satisfactorily completed; staff are eligible for a wage adjustment if budget allows.