

# **McIntosh County – NDSU Extension Position Opening**

Position title: Administrative Assistant

Agency: NDSU Extension – McIntosh County

Wage & Benefits: \$2535/mo.; Health insurance-County pays 90% of plan

Hours: Monday through Friday 9-12 p.m. and 1-4:30 p.m. year round (additional time as needed)

Reports To: Extension Agent(s) – County Commission

## **POSITION OBJECTIVE AND PURPOSE:**

The Administrative Assistant is a staff member of NDSU Extension, McIntosh County. This position requires a professional, personable, individual who has excellent verbal and written communication skills with proficiency in a variety of computer software programs, especially Microsoft Office (Word, Excel, Outlook, Access & Publisher) as well as social media and website maintenance. The ability to take initiative, prioritize tasks and work independently sometimes in a fast-paced environment is crucial to success in this position.

Duties involve performing a variety of secretarial, clerical, and receptionist duties requiring independent judgment and self-motivation. Provides direct assistance to Extension Agent(s) by carrying out routine aspects of office management: answers phone and directs calls; reviews and compiles correspondence and distributes mailings, compiles reports as requested by Extension Agents; responds to client requests in a general way by providing literature, or in the case of technical requests by referrals to Extension agents or specialists in the absence of the local agent. Expected to be knowledgeable of and conform to all the rules, policies, and procedures of McIntosh County and NDSU Extension.

## **Qualifications**

- High School Diploma
- Valid Driver's License
- Able to lift up to 35 pounds
- Applicants must be able to complete necessary paperwork and clear screening for the 4-H Youth Protection Policy
- Working knowledge of Microsoft Office suites

## **Major Duties and responsibilities**

- Receive visitors, answer phone, direct clients and closely maintain office hours. Provide routine information as requested, screen requests for information and direct to the appropriate person(s).
- Handle daily mail and incoming correspondence, gather files and other pertinent data to facilitate answering correspondence, and compose routine responses. Uses e-mail daily to correspond with agents and other networks of people, and update website regularly.
- Maintain various records & databases (correspondence, address lists, 4-H, Family and Community Wellness, Pesticide Certification, ES237, etc.) keeping them current and prepare reports as necessary.
- Attend to the pesticide program by registering participants for local trainings, maintain pesticide database, handle finances, administer tests and answer producer questions about the pesticide certification process.

- Be responsible for and willing to learn software related to website upkeep and maintenance, electronic newsletter development and may include maintenance of other social media outlets.
- Assist agents with preparing meeting announcements and agendas for meetings, workshops, and youth activities. Handle participant correspondence, registration materials, and compile program handouts.
- Type routine letters, notices, news articles, newsletters, narratives, statistical reports, expense accounts and requests for travel. Edits and proofreads all materials created within office, and maintains confidentiality.
- Participate in and keeps minutes for office staff meetings to update personnel calendars and to discuss office business to be conducted.
- Order publications and supplies as needed and maintain inventory of office equipment.
- Keep log book for office equipment that is lent out or rented to individuals or agencies.
- File circulars, office copy correspondence, educational materials, 4-H enrollment forms, and other paperwork as needed. Maintain filing system.
- Maintain and update mailing list for producers, 4-H, tri-county fair, etc., as needed.
- Work closely with 4-H families by attending council meetings, awards banquet, achievement days and other events when requested, keeping records, maintaining 4-H registrations, ordering supplies and fielding 4-H related questions.
- Operate various office equipment such as multi-line telephone, computer, photocopier, postage scale, fax, and laminator.
- Maintain daily time cards, absences, vacations, and other personal records as required.
- Work with auditor's and treasurer's office to monitor and spend office budget.
- Proactively seeks to meet these requirements and other duties as assigned (in support of extension work).

### **Professional Conduct, Appraisal and Development**

- Work under the supervision of county Extension agent – office coordinator.
- Establish and maintain effective working relationships with supervisors and associates, and favorably represents Extension in contacts with the general public.
- Participate in performance appraisal assessment if requested by supervisor or County Commission.
- Participate in support staff conferences and other professional development updates as scheduled and appropriate to carry out duties of administrative assistant.

Please send/email/fax a McIntosh County application for employment OR resume along with three references to:

NDSU Extension – McIntosh County  
PO Box 200  
Ashley, ND 58413

Contact: Madeline Schauer, Extension Agent  
madeline.c.schauer@ndsu.edu  
Ph: 701-288-5180; Fax: 701-288-3671

**Screening begins immediately and is open until filled.**

**NDSU**

EXTENSION  
MCINTOSH COUNTY

### *Equal Employment Opportunity*

McIntosh County and/or NDSU does not discriminate.

Individuals with disabilities are invited to request reasonable accommodations for performing the described position of employment. To request/receive an accommodation, please contact the Extension Agent at time of position acceptance to have proper arrangements made.