**Madison County**

**Job Description**

Job Title: Administrative Assistant

Department: University of Idaho Extension Madison County

Position: Full Time

Hourly Pay: $14 to $16 per hour, depending on skill level and experience.

**Job Summary**

Performs administrative support for the Madison County Extension office; performs related work as required.

**Primary Function**

The primary function is to provide administrative support to the County Extension office. Primary responsibilities are answering phones, assisting the public, filing, typing, monitoring budget and calendar, preparing for and recording meetings, researching documents, and performing accounts payable/receivable. Duties may include typing and preparing correspondence and documents using various software applications, composing responses, maintaining files, records and documents, keeping clerical records, logs, ledgers, etc., and working within department-specific processes and procedures. The work is performed under the supervision of the Extension Educator/County Chair. The principal duties are performed in a general office environment or at special events. Some travel may be required to attend training classes and prepare/set up classrooms, activities, or other training facilities at various locations.

#### Essential Duties and Responsibilities (may vary by assignment)

1. Receives and processes incoming phone calls, greets the public, assisting and providing referrals to other departments or staff as needed, and explaining the activities and services of the Extension office;
2. Performs bookkeeping duties to receive and disperse funds and to maintain account records;
3. Know all aspects of record-keeping in Quick Books Pro.
4. Processes account payable and receivable;
5. Balances monthly budgets and deposits funds;
6. Assists in preparation and monitoring of the budget, including working with special grants and contracts, fair budgets, and other budget items;
7. Performs administrative support duties for Extension Educators assigned to Madison County, managing social media accounts, and publication of the quarterly newsletter;
8. Updates and reports all Documentation of Budgets to the University of Idaho District IV Director and the University of Idaho CALS Administrative Services;
9. Provides data entry services, emailing, faxing, typing, and filing;
10. Creates, transcribes, types, and proofs files, memos, letters, and documents;
11. Schedules appointments as required;
12. Prepares classroom materials and sets-up room or location facilities;
13. Creates and maintains County files, records, and documents, including projects and programs;
14. Operates standard and specialized office equipment such as computer, copier, fax machine, and related equipment;
15. Picks up, sorts, and routes mail to appropriate parties;
16. Manages office supply purchasing and repair of office equipment;
17. Uses computer to research documents, obtain information, or enter data;
18. Ensure compliance with the University of Idaho policy on non-discrimination stated in the University of Idaho faculty Staff Handbook;
19. Performs all work duties and activities in accordance with County policies and procedures.
20. Performs all work duties and activities in accordance with the University of Idaho County Operations Handbook.
21. Keep all Affirmative Action paperwork up to date and filed for Civil Rights Audit.

**Other Duties and Responsibilities**

1. Assists Department personnel when necessary;
2. Assisting with the 4-H program;
3. Performs other related duties as required;

### Competency Requirements

Knowledge of:

* Policies, procedures, and activities of the Extension office;
* Operation of standard and specialized office equipment;
* Operation of a personal computer and job-related software;
* Basic bookkeeping practices;
* English grammar, spelling, punctuation, and composition;
* Customer service practices and procedures including good phone etiquette;
* County government administrative practices and procedures;
* Current office practices and procedures;

Ability to:

1. Perform basic mathematical computations;
2. Perform essential bookkeeping functions;
3. Work with the University of Idaho Computer Services in all aspects of webpage changes for Horticulture, Master Gardener, and Family Consumer Sciences. Maintain compliance with Webpage Administrators;
4. Work independently and make appropriate decisions when supervision is not readily available;
5. Maintain essential records efficiently and accurately and prepare clear and concise reports;
6. Operate a variety of standard and specialized office equipment;
7. Maintain effective working relationships with other County employees, supervisory personnel, and the public;
8. Operate a personal computer including software applications appropriate to assigned duties;
9. Communicate effectively both orally and in writing;
10. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
11. Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks on time;
12. Perform time management and scheduling functions, meet deadlines, and set project priorities;
13. Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
14. Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

**Acceptable Experience and Training**

1. A high school diploma or GED equivalency is required, and a technical certificate in secretarial science, general business, or a related field is preferred;
2. Two (2) years progressively responsible office experience providing exposure to County administrative processes and complex administrative duties is required; or
3. Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

* The ability to pass a background check is required.
* A valid Idaho State Driver’s License is required.

### Essential Physical Abilities

1. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in-person;
2. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, and organize documents and materials;
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment and operate a motor vehicle;
4. Sufficient personal mobility, agility, flexibility, and physical reflexes, with or without reasonable accommodation, that permits the employee to work at a keyboard for an extended period of time and work in an office environment.

If you are interested in this position, please drop off your resume at the University of Idaho Madison County Extension Office 134 East Main Street Second Floor or email Lance Hansen lancehansen@uidaho.edu.