

Golden Plains Area Extension – Yuma County, Colorado
POSITION DESCRIPTION

POSITION TITLE: Extension Administrative Assistant

DEPT/DIVISION: Colorado State University Extension, Golden Plains Area - Yuma County

POSITION SUMMARY:

This is a permanent full-time position of 40 hours/week with more hours on a seasonal or as needed basis. May include evening or weekend hours.

Performs a variety of secretarial duties to assist with promotion and coordination of Colorado State University Extension Programs of Yuma County and Golden Plains Area Extension Counties. This position works under the supervision of the Colorado State University Extension Yuma County Coordinating Agent and Colorado State University Extension Golden Plains Area Director.

The purpose of this position is to provide support to staff in serving Extension clientele in an efficient and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

- Answers telephone, directs calls to appropriate person, and takes accurate messages. Assists persons coming into office.
- Assists public by providing information about the department's programs and fielding questions.
- Assists with the coordination of training, scheduling, and work activities of part-time support staff and/or temporary office workers.
- Orders and maintains an inventory of office supplies for immediate office and GPA newsletters.
- Performs the composition of letters, memos, reports, educational materials and other informational data.
- Prepares and distributes local and GPA Extension newsletters, agendas and activity schedules as directed.
- Assists with online 4-H enrollment database.
- Maintains communications with other organizations and the general public through the uses of electronic and other means.
- Maintains records of cash received. Performs minor bookkeeping functions. Submits payments for approval and maintains related records. Maintains capital outlay and inventory reports.
- Compiles and submits requested reports to Golden Plains Area office.
- Maintains filing systems and accurate mailing and membership lists for immediate office and GPA lists.

- Prepares orders and distributes client and 4-H materials, booklets, and literature. Prints, duplicates, and/or photocopies materials for distribution to County residents and other Golden Plains Area Extension Agents.
- Coordinate with Fairgrounds Event Manager to prepare County Fair advertising media such as posters and print ads and development and printing of fair materials and booklets.
- Coordinates the County Fair paperwork, such as Interview Judging packets and schedules, superintendent notebooks, livestock nomination forms and MQA. Maintains program statistics. Maintains sales and award data.
- Prepares for and orders awards for 4-H activities including those at County Fair.
- Distributes incoming mail and posts and manages all outgoing mail.
- Coordinates registrations for Extension programs and activities. Collects and accounts for appropriate fees.
- May be called upon to assist with off-site programs.
- Personally complies with civil rights and affirmative action policies and any confidentiality requirements.
- Performs other duties as necessary and assigned.

EDUCATION/EXPERIENCE:

- Minimum education: High School diploma or GED equivalent. College coursework or equivalent work experience in desktop publishing, accounting or business management is beneficial.
- Proficient in Microsoft Office Professional, i.e. Word, Excel, Access, Publisher, Power Point and Outlook email
- Working knowledge of computers, printers, copiers and related systems and equipment.
- Must have a current Colorado Driver's License
- Skill in working with people as individuals or in group settings (teamwork) to accomplish individual and/or group goals as indicated by experience is required.
- Ability to communicate (orally, written and listening skills) as indicated by previous experience and application materials is desired.
- Evidence of drive and initiative as demonstrated by personal experience and previous employment (must be a self-starter) is desired.
- Work experience in position similar or related to this job: 2 years

EQUIPMENT USED:

- Computers, telephones, copiers, fax machines, postage machine, scanner and other related office equipment

PHYSICAL REQUIREMENTS:

- Ability to lift and/or carry burdens weighing up to 35 lbs. and to push and/or pull burdens up to 50 lbs. on a limited basis.
- Ability to grasp and manipulate office equipment, hand tools and other similar tools and materials.
- Ability to conduct activities involving stopping, kneeling/bending, crouching, twisting, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone.
- Ability to distinguish telephones, printers, computers and other auditory tones.
- Ability to sit at a computer for substantial amounts of time.
- Ability to attend the required number of days of the Yuma County Fair.

ENVIRONMENTAL CONDITIONS:

The majority of this position’s duties are performed in an indoor or protected environment but may include exposure to outdoor elements, such as when the Extension Office is temporarily relocated to Yuma County Fairgrounds for the Yuma County Fair. The incumbent may be exposed to noise, mechanical and electrical hazards, and other related conditions associated with an office environment.

SALARY: Based on Grade and Scale of Yuma County

BENEFITS: Full benefit package

I have read and understand the above job requirements and responsibilities for employment at Yuma County Extension Office.

Employee Signature

Date

Supervisor Signature

Date