

JOB DESCRIPTION COUNTY OFFICE SECRETARY

The Pulaski County Extension Office secretary is an employee of the University of Missouri Extension Council. The office secretary is responsible for a complex of variety of secretarial work involving the performance of secretarial duties and some office management for the total County Extension Program.

Major Duties:

1 – Effective Communication and Overall Office Operation

- Manage incoming telephone calls in a professional and effective manner.
- Ensure regular distribution of postal and electronic mail.
- Assist all office visitors in a friendly and efficient manner.
- Communicate effectively with all staff.
- Open and close the office according to the established schedule.
- Develop and maintain an effective filing system, both manual and electronic as needed.
- Maintain adequate inventory of all necessary office supplies.
- Maintain electronic mailing lists.
- Effectively manage an appropriate inventory of resource materials.
- Manage the inventory and maintenance of all office equipment.
- Maintain the office area for a neat and professional image.
- Manage all aspects of soil tests, pressure gauge testing, plant disease and insect identification, etc.
- Work effectively with all staff in the development, marketing, and implementation of programs.

2 – Support of county and area specialists

- Assist each staff member with the development and maintenance of program mailing lists.
- Keep staff schedules; receive and make appointments for staff when requested.
- Schedule meetings, arrange meeting space and materials; call to confirm or remind participants as needed.
- Assist each staff member with development of program materials as required.
- Prepare newsletters and other materials for mailing.
- Perform other tasks as needed to further the County Extension Program.

3 – Support of County Extension Council

- Responsible for Extension Councils records.
- Responsible for the receipt and deposit of all money.

- Help develop the layout and final product of the annual report.
- Assist the County Engagement Specialist with logistical and support arrangements for regular Council meeting and all other Council business activities such as Council elections.

ACCOUNTABILITY

- The secretary supports the program efforts of all Extension professional and para- professional staff.
- The supervision of the secretary is provided by the County Engagement Specialist in cooperation with the county-based professional staff.

QUALIFICATIONS:

Education: High School graduate or beyond, with specialized secretarial training preferred.

Experience: Previous secretarial experience preferred.

Skills: Accurate typing ability
Computer proficiency
Telephone voice and competency

General: Good personal appearance and image
Must accept responsibility and produce professional work
Must be friendly and meet people well
Must present a professional attitude and image to public and staff
Must be flexible and manage working with and for more than one person