

JOB DESCRIPTION
SECRETARY
ARCHER COUNTY
TEXAS A&M AGRILIFE EXTENSION SERVICE

The county secretary works under the direct supervision of the County Extension Agent-Agriculture/Natural Resources (A/NR) and the County Extension Agent-Family & Consumer Sciences (FCS). The county Extension office is an educational office and it is the responsibility of the secretary to maintain a professional atmosphere while operating in efficiency of tasks and providing courteous service.

The mission of the Texas A&M AgriLife Extension Service is to provide quality, relevant outreach and continuing educational programs and services to the people of Texas.

I. Receptionist-Public Relations

- Must be punctual and maintain a neat and orderly office.
- Direct visitors to the appropriate agent or research-based information source. Learn the interrelationship of the Texas A&M AgriLife Extension Service with other Federal and State agencies, Archer County government, local associations and organizations and adequately provide patrons with helpful information.
- Provide prompt and courteous answers to all requests. For information not requiring professional subject matter knowledge but based on readily available information through Texas A&M AgriLife Extension Service or known by reason of knowledge and functions of staff members.
- Inform agents about messages from callers, e-mails, walk-ins, etc. Be diligent in the execution of customer oriented service with a warm and friendly manner to all callers and visitors. Keep foremost in mind the matter of creating goodwill toward Texas A&M AgriLife Extension Service and Archer County in handling of all office matters.
- Is neat and well-groomed to create a favorable impression.
- Use own initiative in the absence of instruction. Must be a self-starter.

II. Communication

- Answers telephone, properly identifies office, and speaks clearly and distinctly. Handles routine inquiries on own initiative-refers other calls to appropriate agent. Keep records of all calls received and their subject matter. Manages two e-mail accounts regularly and promptly.
- Forwards messages to agents promptly using preferred technology: ie. text or e-mail.
- Possess adequate skills in typing, spelling, punctuation, and grammar. Proofread all work. Must be able to manage and prioritize multiple tasks.
- Creates monthly 4-H Newsletter for distribution to 4-H families in Archer County. May utilize creativity in this endeavor while relaying pertinent information.

III. Office Records and Files

- Keep records of Agent reports, and budget items and expenses. Follow record retention guidelines for all files.
- Maintain files in organized and systematic fashion so desired information can be retrieved promptly by all office staff. Keep the files current by updating often.
- Maintain registration for Extension programming such as 4-H camps/workshops/clinics, and agriculture/natural resources and family and consumer science programs
- Take orders for and maintains records of livestock project orders such as livestock tags. Assists with stock show registrations for 4-H members. These registrations and orders should be maintained using spreadsheets and shared with A/NR agent.

IV. Supplies and Publications

- Keep accurate inventory of equipment and supplies. Consult with agents on needs and other supplies in advance. Manage budget effectively.
- Keep informed on the availability of various Extension publications and policies in connection with distribution of publications.
- Display official Extension publications in an orderly, attractive manner in office.

V. Reports & Expense Accounts

- Create reimbursement reports, news releases, and other reports as necessary for both Archer County and Texas A&M AgriLife Extension Service District Office.
- Assists agents in submitting reports to Archer County Judge's office, Archer County Treasurer's office, Extension District 3 office on time for prompt reimbursement.

VI. Office Machines

- Is familiar with the operation of all office machines-computer, printer, scanner, and copier. Order supplies as needed to maintain functionality.

VII. Technology

- Proficient in computer applications including: Microsoft Office Programs – Word, Excel, Power Point, Publisher, Microsoft Outlook.
- Is familiar with technology as related to computers and communication.
- Responsible for maintaining records in 4-H Connect system and generating postage in stamps.com.
- Prepares correspondence in the areas of Agriculture, Family and Consumer Sciences, 4-H and Youth Development including but not limited to letters, newsletters, news releases, agendas, sign-in sheets, expense reports, fliers, printed programs and agent reports, research demonstration reports, and handbooks at Agent's request.
- Make updates and changes of public information to Extension website at Agent's request. Changes include adding publications, links, events and other timely information.

VIII. Regulations and Policies

- Study policies and procedures that apply to the conduct of the county office.
- Attends routine office conferences in order to be informed on all phases of the Extension program.
- Takes a vested interest in the success of Texas A&M AgriLife Extension Service programming in the county and willingly accept responsibility for working with all Extension agents to ensure the success of the program.
- Become familiar with policies governing county employees in the Personnel Handbook.
- Maintain confidentiality on various county matters.

IX. Budget

- Maintain county Extension budget to reflect current and accurate expense records. Use accounts, figures, and documented expenses to maintain these records as well as Budget Analysis from Archer County Treasurer. Maintain paper records of items submitted for payment.

X. Miscellaneous Duties

- Assists with work on special projects such as meetings, tours, validations and events as needed.
- Other duties as assigned