

**SARGENT COUNTY, NORTH DAKOTA  
POSITION DESCRIPTION**

**Name:** Department: NDSU Extension Service  
**Position Title: Administrative Assistant & 4-H Program Assistant** **FLSA:**  
**Date: 2023** **Reports To: NDSU Extension Agents**

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**PURPOSE OF POSITION:**

The purpose of this position is to perform routine and non-routine clerical duties to provide administrative support for the Extension Agents and the daily operations of the office and serve as the department receptionist, providing general information and assistance to callers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Serves as the key administrative support for the county Extension Agent(s) for Agriculture and Natural Resources, Family and Community Wellness, and 4-H Youth Development programs.

Ensures office is open and operational by and during the posted office/business hours.

Composes/prepares general correspondence, information sheets, direct mailings, newsletters, and brochures. Proofreads copy for spelling, grammar, and layout, suggesting changes to be considered.

Serves as the department receptionist; answers phones; directs calls; takes messages; greets and assists visitors; retrieves messages on phone system; answer public inquiries about services available; and collects registration information and payment for programs.

Retrieves daily mail; sorts, opens and distributed mail.

Researches and gathers various types of information as needed or requested.

Updates and maintains the departmental filing system in compliance with NDSU record retention policies and directives of Extension Agent(s).

Processes paperwork for private and commercial pesticide applicator exams and training. Receives and deposits money for applicators, and monitors written exams as needed.

Performs basic bookkeeping duties: serves as Sargent County 4-H Council treasurer and prepares

financial reports for the Sargent County 4-H Council, manages assigned office accounts payables and account receivables and works with Extension County Coordinator to develop, manage, and monitor office budget.

Maintains and edits/updates the county website and social media platforms(s).

Provides resources for 4-H club members, families and volunteer leaders as needed and distributes information through direct mailing, monthly newsletters, email messages and website and social media postings.

Coordinated preparation for and conducting of 4-H events and activities such as contests, workshops, and programs, including county achievement days/fair and awards/recognition events.

Completes annual inventory of county and state property.

Orders office supplies as needed.

Manages and publishes information to the Sargent County Extension website and updates as provided or requested by Extension agent(s), or as necessary.

Supports the Extension agent(s) and programs by maintaining financial records, filing of expense and travel reports, and processing office bills for payment monthly.

Utilizes general office equipment in performing duties such as a computer, copier, calculator, laminator, postage-meter and multi-line phone system.

Utilize various computer software programs such as Microsoft Word, Excel, Outlook, Quicken, 4-H Online, FairEntry, Adobe Acrobat Pro and Publisher to perform the functions of work processing, general data entry, desktop publishing, preparing reports and updating an existing database.

Updates and maintains administrative records and report such as Civil Rights compliances, records retention and disposal, ES-237, and other reports as needed or requested to be generated.

Participates in professional development trainings offered through county, NDSU or other vendors as recommended by Extension agent(s).

Attends and assists at Extension/4-H events, activities and programs as requested by Extension agent(s), including those taking place on evenings and weekends.

Provides information, instructions and resources to be used in orientation/training of successor.

**The following duties are associated with the role of 4-H Program Assistant who will assist in coordinating Sargent County 4-H events and recruiting and supporting Sargent County 4-H members and volunteers. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Compile and maintain records regarding 4-H membership, leaders, programs and activities.

Maintain online databases including 4-H Online and FairEntry.

Ensure all volunteers are in compliance with current ND 4-H Youth Protection Policies.

Answer questions related to 4-H and provide 4-H resources to adults and youth enrolled in Sargent County 4-H.

Use strong written and verbal communication skills for creating news releases, newsletters, social media posts and 4-H event registration forms.

Promote 4-H activities and encourage youth and adults to participate in them.

Assist agent in coordinating and planning 4-H activities at the Sargent County Fair including, but not limited to: recruiting judges, orientating and managing volunteers, preparing and maintaining records, ordering awards.

Assist agent in working with volunteers and the 4-H Council to plan, conduct, complete and reflect on 4-H activities and events.

Assist agent in preparing 4-H meeting/training agendas or other resources such as 4-H handbooks for members, families and leaders.

Assist agent, if needed, in preparing and maintaining financial records, financial statements, and tax documents for Sargent County 4-H Council; collect monies and have signature authority for 4-H Council account.

Maintain 4-H related material on office website and social media.

Assist agent in ensuring youth and adults follow 4-h policies and procedures including behavior expectations.

Be self-directed with minimal supervision in the work environment.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Performs other related duties as required and requested.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Requires a high school diploma or equivalent with general customer service, clerical and organizational skills or an equivalent combination of education and experience.

## **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements:**

Must be physically able to operate a variety of machines and equipment including computer terminal, calculator, copier, postage meter, and multi-line phone system.

Must be able to reach, retrieve, lift, move or carry job-related objects or materials.

Physical demand requirements are at levels of those for sedentary or office environment work with some lifting of up to 35 pounds.

### **Numerical Aptitude:**

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; determine percentages; determine time and weight; and interpret same as may be appropriate.

### **Language Ability:**

Requires the ability to read a variety of technical and administrative manuals, directions, instructions, methods and procedures.

May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Requires the ability to communicate with and before others using correct English.

**Interpersonal Communication:**

Requires the ability to establish and maintain effective working relationships with co-workers and general public; provide excellent customer service; communicate with co-workers and clients, callers and customers in courteous, respectful, efficient and effective ways, including accurately giving and receiving instructions and explanations; prioritize programming support and work productively and efficiently while managing concurrent/multiple tasks, projects and responsibilities.

**Environmental Adaptability:**

Work is normally performed in an office environment, and at off-site locations such as meeting places and fairgrounds where programming, events, and activities are conducted. Headaches, eyestrain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury. Use of personal vehicle for local (in town) trips/errands is required.

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Signature

Supervisor's Signature

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Date

Date

Sargent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.