

Texas A&M AgriLife Extension Service

Job Description

Navarro County

I. Title: Part-time Secretary, Navarro County

II. Reports To: Lorie Stovall, CEA-FCH and Andrew Lewis, CEA-ANR

III. Nature and Scope

The part-time Secretary of the County Extension office with Texas A&M AgriLife Extension Service in Navarro County works under the direct supervision of the county Extension agent(s) to whom the secretary is assigned. The County Extension office is a business office. Work hours are Monday-Friday 8am - 12pm or 1pm-5pm as needed. 4 hours per day with 20 hours per week. It is the responsibility of the secretary and other clerical staff to maintain a business atmosphere and create a feeling of goodwill on the part of the caller or walking to the office through courteous treatment and efficient service.

IV. Major Duties and Responsibilities

1. Receptionist - Public Relations

Directs visitors to the appropriate agent or information source. If agents are out, supplies information when possible and keeps record of callers and information requested for agents' use if follow-up is necessary. Keeps foremost in mind the matter of creating goodwill toward Texas A&M AgriLife Extension Service, Texas A&M University, And the United States Department of Agriculture in handling of all office matters.

2. Incoming and Outgoing Mail

Sorts and distributes mail to agents, assembles information needed to answer letters and attaches any needed previous correspondence. Calls agents' attention to urgent requests or other communications requiring prompt attention. Makes notation on desk calendar and the calendars of agents of meeting, conferences, and deadlines for reports requested which may be part of information received in mail.

3. Telephone

Answers telephone as: "Texas A&M AgriLife Extension Service, Navarro County..."

Handles routine inquiries on own initiative. Refers other calls to appropriate agent. Keeps a record of calls received in absence of agents and delivers all messages promptly.

Knows the whereabouts of the agent and expected time of return to office as well as where the agent can be reached if necessary.

4. Letters, Memoranda, Reports

Composes and types routine letters for agents' signatures, stuffs circular letters and any necessary enclosures. Helps maintain up-to-date personnel list of all Extension n State and County Office professional staff members and lists of Texas A&M University staff.

5. Office Records and Files

Keeps records of itineraries, appointments, and places of meetings and tours, maintains knowledge of calendars of State and County events including dates of visits from Extension headquarters personnel, dates of State and District Extension conferences, meetings to be attended by agents, and the schedule of 4-H meetings. Codes material and files regularly according to the Uniform Filing System of Texas AgriLife Extension Service.

6. Office Machines

Is thoroughly familiar with and operates all office machines - computer, copier, fax machine, postage machine, etc. Loads paper in copier as needed.

V. Regulations and Policies

Attends weekly office staff conferences to be informed of all phases of the Extension program, Keeps informed on the Equal Employment Opportunity Program of Texas AgriLife Extension Service, participates in performance reviews with the person (s) with immediate supervisory responsibilities, Works with other employees so that the workload of the office is divided.

VI. Requirements of Work

Experience in general clerical and typing work; graduation from a standard high school or any equivalent combination of experience and training which provides knowledge's, abilities, and skills as follows:

1. Knowledge of the operation and care of a computer.
2. Knowledge of business English, spelling, punctuation, and math
3. Knowledge of modern office practices, procedures, systems, equipment, and machines.
4. Some knowledge of the operation of commonly used office equipment and machines.
5. Ability to make mathematical computations and tabulations accurately and with reasonable speed.
6. Ability to establish and maintain effective working relationships with superiors and associates. Effectively convey information to the public and special groups.
7. Knowledge of office management principles and administrative procedures, ability to effectively interpret policies, regulations, and rules.