

WICHITA COUNTY

Job Announcement



Posting Number: 2018-021

Note: An outside candidate hired to fill this assignment will work as an employee of the staffing company for a period up to ninety (90) days. When the temporary employee completes the assignment, the candidate may be considered for PART-TIME, REGULAR employment in the Extension Office.

POSITION: Secretary

LOCATION: Texas A&M AgriLife Extension Office
Wichita County Courthouse Annex

SUPERVISOR: Texas A&M AgriLife Extension Agent/Wichita County Judge

HOURS: PART TIME – Between 8:00 a.m. – 5:00 p.m., Monday – Friday
(Up to 28 Hours per week)

SALARY: \$12.50 per hour (During temporary assignment)

POSTING DATE: July 16, 2018

CLOSING DATE: July 27, 2018 or Open Until Filled

► POSITION DESCRIPTION:

The Texas A&M AgriLife Extension Service - Secretary is an employee of Wichita County Texas. In conjunction with the Texas A&M AgriLife Extension Service agents in Wichita County, the Secretary supports 4-H and youth, family and consumer sciences and agriculture and natural resources programs. The Secretary performs general secretarial and administrative duties, record-keeping and technological support for the Texas A&M AgriLife Extension Service Office in Wichita County.

► ESSENTIAL DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE SUPPORT

- Must represent and uphold the principles of the Texas A&M AgriLife Extension Service and Wichita County.
- Serves as first point of contact with the public, either by telephone or office visits.
- Maintains and coordinates the calendars of all office staff/agents, may commit and schedule appointments using sound judgment and knowledge of prior agent obligations and commitments.
- Coordinates scheduling of meetings and adjusts meeting dates and times to accommodate schedules.
- Coordinates on-site and off-site meetings and conference accommodations. Oversees and coordinates

hotel room reservations, refreshments and equipment needs.

- Reviews, opens, and stamps incoming mail, directs email, faxes and phone calls for the staff and prioritizes those requiring immediate attention. Prepares responses, delegates as appropriate and brings relevant items to the agent's attention.
- Distributes mail and manages central collection and processing of photocopy and fax requests.
- Prepares and packages outgoing correspondence and serves as office contact for UPS and FedEx mailing.
- Composes and prepares simple to complex correspondence, letters, class handouts, meeting notes, evaluations, reports and surveys from draft copy to final form utilizing Microsoft Office environment.
- Edits and formats documents to comply with Texas A&M AgriLife Extension Service and Wichita County standards.
- Responds to direct telephone inquiries from statewide constituents, as first point of contact for the office telephone coverage, and directs callers to the appropriate faculty or staff member.
- Provides general technology consulting to include updating software and troubleshooting or contacting AgriLife IT to complete the task.
- Performs general office maintenance and light housekeeping (vacuuming, dusting, etc.) as needed.
- Performs all other job related duties as assigned.

PROGRAM SUPPORT

- In conjunction with the Texas A&M AgriLife County Extension Agent, provides secretarial support to the various family and consumer science program areas including 4-H and youth, community, economic and workforce development and agriculture and natural resources.
- Makes arrangements for meetings, workshops, and conferences for family and consumer science and agriculture and natural resources programs and/or county affiliates in consultation with the supervising agent.
- Assists in the recruitment of new individuals to participate in current programming efforts using demographic data and diversity information.
- Provides support by typing letters, processing bulk mailings, collecting information, contacting individuals and finalizing reports in support of all Texas A&M AgriLife Extension Service, Wichita County and regional programs.
- Maintains databases for agriculture and natural resources programs, family and health programs including Master Gardener and Texas Environmental Excellence Awards (TEEA)
- Maintains the Wichita County 4-H records utilizing 4-H Connect and other databases.
- Submits and prints reports as requested.

FINANCIAL MANAGEMENT

- Processes invoices and other financial records in a timely manner.
- Keeps up-to-date financial records providing monthly status reports of expenses and invoices.
- Assists agents in completing and submitting monthly County reports and other routine reports as requested by Wichita County Commissioners.
- Monitors project/program expenditures in order to comply with "Best Practices for Money Management".
- Maintains inventory of office supplies.

PROFESSIONAL DEVELOPMENT

- Attends training as required.

Knowledge:

- Working knowledge of secretarial duties, office practices, procedures and their applications.
- Familiarity with Microsoft Office, social media and web interactive tools.

- Working knowledge of general accounting procedures.
- Possess and demonstrate considerable knowledge of business English, grammar, spelling, punctuation, syntax and proofreading.
- Understanding of basic mathematical calculations and computations.

Abilities:

- Must possess and demonstrate the ability to coordinate all office procedures relating to preparation of papers, documents and reports pertaining to criminal cases.
- Ability to operate standard office equipment to include facsimile machines, copiers, personal computers and printers, etc.
- Ability to perform effectively in a fast-paced, high volume environment that requires accurate information and high-quality work.
- Must possess and demonstrate the ability to work independently on clerical tasks and to keep well-organized clerical records.
- Ability to manage numerous projects simultaneously, reprioritizing them as necessary to meet deadlines.
- Must have a professional telephone etiquette and possess an equal ability to handle inquires both by telephone and in person in a courteous and professional manner.
- Ability to complete assigned duties with minimal supervision.
- Ability to maintain strict office privacy and confidentiality.
- Ability to proficiently operate a personal computer utilizing various software packages and programs such as Microsoft Office including Excel, Word, Outlook, PowerPoint and Publisher, etc.
- Ability to type with speed, proficiency and minimal errors.
- Ability to maintain social media.
- Ability to communicate effectively with others, both verbally and in writing.
- Ability to speak, read and write English with a strong emphasis on the use of correct grammar, spelling and punctuation.
- Ability to work independently in a structured environment, exercising judgment, tact and diplomacy in all interactions.
- Ability to work as a team member along with supervisors and other staff members.
- Ability to be assertive and proactive, while being a self-starter.
- Ability to learn and comply with policies and procedures of Texas A&M AgriLife Extension Service and Wichita County programs.
- Ability to work with policies and procedures, as set forth by funding agencies.
- Ability to conduct self in a professional and courteous manner and effectively develop and maintain good working relationships with co-workers, supervisors, officials and the public.
- Ability to communicate clearly and work effectively with persons from various cultures and backgrounds.
- Must be able to handle stressful situations in a professional manner.
- Ability to maintain office attendance and punctuality standards.
- Ability to concentrate and remain focused, organized and efficient in a high traffic environment.
- Ability to physically perform routine office light housekeeping and maintenance (inside/outside) using a variety of cleaning tools, as required.

Skills:

- Typing with both speed and accuracy is required. Candidates for employment may be tested.
- Computer skills using a variety of software packages including mainframe systems.
- Record keeping and general bookkeeping skills including mathematical skills to perform financial calculations.
- Outstanding interpersonal skills in face-to-face interactions and over the telephone.
- Strong organizational and time management skills to manage multiple projects, reports, faculty/support

staff requests and a heavy workload.

- Oral and written communication skills.
- Effective conflict resolution skills.

ACCOUNTABILITY

- The Secretary supports the program efforts of all county agents, district and state specialists, Texas A&M AgriLife Extension Service staff members and Wichita County officials.
- Regular supervision of the Secretary is provided by the County Coordinator, other agents within the office and the Wichita County Judge.

► CONDITIONS OF EMPLOYMENT:

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Regular attendance and punctuality is mandatory.
- Must be dependable and of good moral character.
- Must be physically able to perform various motor movements during the normal workday to include standing, sitting, kneeling, squatting, bending, stooping, pushing, pulling, twisting, walking, grasping, squeezing, reaching, and lifting.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.
- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.
- The Texas A&M AgriLife Extension Office is a non-smoking environment.
- Must observe and comply with Wichita County's NO SMOKING, "TOBACCO FREE" policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas.

► APPLY TO:

Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
(940) 766-8108

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Room 132, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.