

**Saunders County
NOTICE OF POSITION VACANCY
JOB DESCRIPTION**

Position: Saunders County Extension Office Administrative Assistant
Application Deadline: September 27, 2021
Wage: \$13.01/hour
Benefits: Full benefits package, please inquire about details.
Job Status: Full-time 40 hours/ Week, Monday- Friday 8:00 a.m. - 4:30 p.m.
Reports to: Saunders County Extension Lead Educator
Supervisory Responsibilities: none

I. OFFICE OVERVIEW: Saunders County Extension is a proactive, change-oriented team working in the broad educational fields of youth development, leadership development, volunteer management, farm management, agricultural production, and Beef Systems. The team consists of three Extension Educators, one Extension Assistant, one Administrative Assistant, and numerous volunteers. Educator's plan and conduct educational programming in the above stated areas. Methods of providing education range from farm visits and on-farm research to classroom presentations, tours, office calls and demonstrations. The staff works closely with commodity groups, community committees, numerous state and county agencies, and University of Nebraska administrators, faculty, and staff. The Administrative Assistant assists the educators with developing, producing, and obtaining materials needed for providing outstanding educational opportunities for our customers. Above all else this position demands a positive customer service attitude, a proactive change-oriented approach, and commitment to continuing education.

II. GENERAL FUNCTIONS

- The Office Administrative Assistant for UNL Extension in Saunders County will perform a variety of duties including receptionist, bookkeeping, budget preparation, audit preparation, database management, mass media and public relations functions, scheduling and coordination of educational events, administrative support to Educators, maintain website, maintain office supply inventory, and manage the general workflow in the office.
- This position also requires management and operation of 4-H databases, the fair database, and working closely with all extension staff in programming and fair preparation. Will provide back-up for other Extension Support Staff as required and other duties as assigned.
- First contact for the public with extension office. Presenting in a professional and courteous manner is a must.

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Skill in using general office machines
- Accounting skills
- Ability to effectively utilize Microsoft Office
- Ability to plan, organize and establish priorities
- Ability to effectively communicate both orally and in writing, including the ability to proofread
- Ability to establish positive working relationships with co-workers, community members, 4-H youth, parents and volunteers, County and State officials and a diverse general public
- Ability to multi-task and exercise independent judgment and initiative
- Effective time management
- Effective problem-solving skills

IV. DESIRABLE TRAINING AND EXPERIENCE

- Extensive knowledge of Quick Books/Quicken
- Extensive knowledge of Word, Excel, Access, PowerPoint, and Publisher
- Familiarity with 4-H and County Fair
- Extension and 4-H educational programming preparation and support
- An interest and ability to learn how to use new technologies and programs.
- Skills in the operation of modern office equipment, training equipment, projectors, mobile devices and presentational equipment.

V. MINIMUM QUALIFICATIONS

- Associates degree or higher.
- Word processing, spreadsheet and database experience required.
- Basic computer skills and any equivalent training and experience that provides the necessary knowledge, ability, and skills to perform the job.

VI. NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Nebraska Driver's License when operating a vehicle is necessary for the satisfactory completion of job duties.
- Qualified person has not been convicted of a felony.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

- This position serves as the first contact for UNL Extension in Saunders County. Work is performed in an office and field setting with extended hours during special programs including County Fair and other programs. This is not a traditional office environment; it is a public office that may facilitate dealing with a wide variety of topics in meeting people's needs.

VIII. OTHER

- This description was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties, assignments and/or responsibilities. Duties, responsibilities, and activities may change at any time with or without notice.

Application:

Applicant Name: _____

Applicant Phone Number: _____

Applicant e-mail: _____

Applicant Address: _____

Supplemental Questions for Application

1. Please indicate the years of experience you have had in each of the following:

Excel _____

Access _____

Microsoft Word _____

Microsoft PowerPoint _____

2. Please list any other programs you are proficient using:

3. Do you have direct customer service experience? Please Describe:

4. Describe your experience in jobs that have required good interpersonal, oral and written communication and presentation skills:

5. Describe your experience in jobs that have required excellent organization/time management skills, especially in a fast-paced, team-oriented environment:

6. Describe your Budgetary and Financial experience:

8-31-21

Saunders County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, mental or physical disability, religion, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture. University of Nebraska–Lincoln Extension educational programs abide with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture. We assure reasonable access under the Americans With Disabilities Act.