

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE SECRETARY - EXTENSION
CLASS CODE: 6968

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: EXTENSION

JOB SUMMARY

Under general supervision of the Utah State University Extension Agent, performs advanced clerical work, financial tracking, and other administrative support duties pertaining to the record keeping and accounting functions of the office.

ESSENTIAL FUNCTIONS

Participates in the preparation of the yearly budget package; monitors the budget by tracking expenditures; coordinates disbursement of funds with the department head; recommends and implements budget adjustments; approves purchase orders in accordance with budgeting constraints and County and department policies; manages petty cash account.

Processes necessary information for department payroll; utilizes the County's time-entry system to ensure proper reporting of work time; generates and signs off on department payroll reports; ensures timely delivery to the Personnel Department; distributes paychecks upon delivery to the department; resolves employee payroll questions and issues in coordination with the Personnel Department.

Oversees the departmental personnel files and record keeping responsibilities; coordinates and monitors various personnel actions including recruitment, selection, performance appraisals, etc.; ensures accuracy of employee records; monitors retention schedules and ensures timely archiving of appropriate documents.

Directs time limited and volunteer workers as needed to facilitate seasonal requirements of the office; coordinates schedules with leave time of clerical employees to ensure appropriate coverage; provides evaluative input to department head regarding performance of clerical personnel.

Prepares USU Extension or County billings; posts receipts to customer accounts; prepares bank deposits; reconciles credit card statements.

Oversees the department's interactive WEB site including the addition of bulletins and announcements, the updating or modification of information, and the responding to e-mails.

Maintains Master Gardner data base on a monthly basis in order to facilitate volunteer hours, credits, and advancement.

Receives, organizes, and distributes incoming and outgoing mail, correspondence, and files; types and drafts memoranda, correspondence, reports and other materials; creates spreadsheets and other forms.

Coordinates activities with other employees, departments, vendors, outside agencies, etc.; manages appointment calendars and makes necessary travel arrangements for the office; performs scheduling and notification duties and prepares materials for various meetings, interviews, classes, and events; attends meetings and seminars to take notes or to furnish information; prepares minutes of meetings as requested.

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Maintains an inventory and monitors and orders supplies, books, and equipment for the office; ensures availability of needed inventory; initiates purchases as needed; monitors delivery of purchased materials.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Utah County Rules and Regulations and Policies and Procedures.

Working Knowledge of: Proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, and spreadsheet creation.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; create and maintain record keeping and filing systems.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; and works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds; and drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above OR an equivalent combination of education and experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.