Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120
An Equal Opportunity Employer

Title:	Opening Date:	Application Deadline:	Job #:
Administrative Assistant II	**November 18, 2016**	**December 2, 2016**	**160154**
Department:	**Starting Salary:**	**Location:**	**Travel:**
Extension Services	**$15.00-$16.00**	**Bastrop, Texas**	**N/A**

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Performs complex administrative support in the Bastrop County office of Texas A&M AgriLife Extension Service, for three County Extension Agents. Work involves greeting the public, answering the telephone; responding to inquiries about the following AgriLife programs: Agriculture and Natural Resources; 4-H and Youth Development, Family and Consumer Sciences and Community Development; monitoring programming calendars, registering participants for educational programs and other events; reserving meeting facilities; handling financial transactions; contacting AgriLife Extension offices, public schools, other agencies, and the general public to obtain information; maintaining filing systems; assisting in preparing, editing and distributing correspondence, reports, forms, flyers and other documents; assisting in planning project meetings; assisting in developing office administrative procedures; photocopying; ordering and managing office supplies; managing AgriLife required workplace posters and other documents for public display and public pickup; performing and maintaining office inventory; serving as liaison for AgriLife and Bastrop County computer/networking issues; receiving and distributing mail.

General Knowledge, Skills, and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Applicant must possess professional customer service skills; personal computer skills and knowledge of software including Microsoft Office, Outlook email web applications and social media. Knowledge of telephone techniques and etiquette; data entry and retrieval. Ability to work as a team, perform multiple tasks simultaneously in a timely manner, communicate clearly and concisely. Ability to be detail oriented, effectively speak to small audiences and work independently. Ability to properly interpret, understand and make decisions in accordance with laws, regulations and policies.

Minimum Qualifications: One to three years previous customer service and administrative experience. Prior experience or training related to Agrilife Extension programs is preferred. High school diploma or equivalent. Possession of a valid Texas driver license. Ability to become a Notary

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be downloaded at: http://www.co.bastrop.tx.us/upload/page/0062/docs/Bastrop%20County%20Job%20Application.pdf A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: http://www.co.bastrop.tx.us/page/co.jobs

BASTROP COUNTY, TEXAS
Job Description

Job Title: *Administrative Assistant – Texas Agrilife*

Department: Agrilife Extension Office **FLSA Status:** Non-Exempt

Reports To: Texas A&M Agrilife Extension Service Lead County Extension Agent

SUMMARY: Performs complex administrative support in the Bastrop County office of Texas A&M AgriLife Extension Service, for three County Extension Agents. Work involves greeting the public, answering the telephone; responding to inquiries about the following AgriLife programs: Agriculture and Natural Resources; 4-H and Youth Development, Family and Consumer Sciences and Community Development; monitoring programming calendars, registering participants for educational programs and other events; reserving meeting facilities; handling financial transactions; contacting AgriLife Extension offices, public schools, other agencies, and the general public to obtain information; maintaining filing systems; assisting in preparing, editing and distributing correspondence, reports, forms, flyers and other documents; assisting in planning project meetings; assisting in developing office administrative procedures; photocopying; ordering and managing office supplies; managing AgriLife required workplace posters and other documents for public display and public pickup; performing and maintaining office inventory; serving as liaison for AgriLife and Bastrop County computer/networking issues; receiving and distributing mail.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Exercises supervision of Community Service Workers when available, approximately 12 hours per year.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Answers the phone, greets the public and provides information about AgriLife Extension programs and services immediately or within an agreed time frame, in a courteous and professional manner, insuring confidentiality when required;

2. Maintains information on the various services provided by AgriLife Extension and gives the public accurate information obtained through telephone and personal contact, research of publications, emails, social media and world wide web;

3. Monitors programming calendar to insure that events are scheduled by staff in a timely manner and reserves meeting facilities.

4. Assists in planning project meetings, annual awards program, Extension Education Club fundraisers, programming meetings and educational events for Agriculture, 4-H and Family Consumer Science.

5. Registers participants for programs, workshops, project activities and livestock shows, using the 4-H Connect online system and Microsoft Office documents, confirming information received with participants and communicating in a personable, tactful and diplomatic manner.

6. Receives and secures payments from citizens participating in AgriLife Extension programs, workshops, project activities and other events; distributes payments from livestock shows and AgriLife Extension supporters to participants; following AgriLife Extension financial management procedures.

7. Assists in preparing and editing news releases, and school adjunct faculty agreements for all school districts in Bastrop County.

8. Prepares, edits, designs and distributes correspondence, reports, forms, flyers, newsletters, certificates and various documents using Microsoft Office software, MS Office Outlook email, Google and social media such as Facebook, Twitter, etc.

9. Serves as office liaison for AgriLife Extension and Bastrop County computer/network issues and trains or provides consultation to staff on general AgriLife Extension online applications.

10. Orders office equipment and office supplies; performs and maintains inventory based on procedures from AgriLife Extension and Bastrop County.

11. Assists in developing office administrative procedures as needed to facilitate workflow in the office.

12. Files documents and publications using AgriLife Extension records management filing system; and AgriLife Extension Laserfiche Filing system; compiles, enters, and maintains data in client database.

13. Displays AgriLife Extension publications for public pickup and required workplace posters for public display; and monitors the documents, publications, and displays to insure that they are current and, when applicable, meets federal requirements.

OTHER FUNCTIONS: Regular attendance and punctuality is an essential job requirement.

Labelling and stuffing envelopes is an essential job requirement. Performs other job related duties as directed by supervisor(s).

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Professional customer service skills;
Personal computer skills and software, including Microsoft Office, Outlook email, web applications and social media.
Proper English usage, spelling, grammar and punctuation;
Telephone techniques and etiquette;
Data entry and retrieval;

Standard office policies, procedures and equipment;
Bastrop County policies and procedures.

Ability to:

Work as part of a team.
Demonstrate personal communication skills including effective telephone skills and public speaking;
Perform multiple tasks simultaneously in a timely manner;
Obtain record and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution and stress tolerance skills;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality and security of information encountered in work activities at all times;
Develop procedures and forms as needed to facilitate workflow in the office;
Use social media.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment and communicating with others; Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;
Interpreting program materials and instructions
Effective interaction and communication with others;
Prepare clear and concise reports;
Making sound decisions in a manner consistent with the essential job functions.

Hazardous Conditions:
The following are examples of what may be brought into the office by the general public for purposes of identification or control; or control of insects or weeds or plants:

Reptiles, such as lizards and snakes (Poisonous and Non-poisonous)
Insects, such as spiders (Poisonous and Non-poisonous)
Plants, weeds and grasses (Poisonous and Non-poisonous)
Dust and allergens from attending outdoor AgriLife programs may be an issue.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
One (1) to three (3) years previous customer service and administrative experience;
Prior experience or training related to Agrilife Extension programs is preferred; or an equivalent combination of education, training and experience.

Education:
High School diploma or equivalent.

Licensing:
Possession of a valid Texas driver's license.
Ability to become a Notary.

Bonding:
Position requires bonding due to the handling of money.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and criminal background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.