

**Jefferson County
Job Description**

Position Title:	Extension Service Secretary	Grade Level:	II
Department	West Virginia University Extension Service		
Reports to:	Department Head	FLSA Status	Non-Exempt

Statement of Duties: The employee provides support services to the West Virginia University Extension Services Agents and Extension service programs. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Department Head, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities, such as client records and department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or jeopardize programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving

West Virginia Extension Service
Extension Service Secretary II

12/2/16

Jefferson County Job Description

frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Lay out, format and mail circulars, letters, newsletters and other large mailing on behalf of the West Virginia University Extension service and its programs.
2. Maintain membership records and prepare reports, input and utilize 4-H Plus, 4-H All and Tri-County camp database. Contact and interact with 4-H club leaders, CEOS members to fill clerical needs.
3. Maintains 4-H publications ordering system and 4-H resource library.
4. Prepare programs, documents, catalogues, calendars, handouts and yearbook for events such as, but not limited to: CEOS, Achievement programs, Family Nutrition Program, EXPO, and 4-H Camp.
5. Performs Extension Service administration responsibilities, including but not limited to answering phone calls, maintaining databases and filing systems, composing and creating correspondence, scanning and copying, managing incoming/outgoing mail and maintaining equipment.
6. Maintain WVU Jefferson County Extension website and Extension Service bulletin board.
7. Perform other duties as assigned by the Department Head or Extension Service Agents.
8. Works as part of a team to support the WVU Jefferson County Extension Service, includes cross-training job responsibilities with other county staff in office.

Recommended Minimum Qualifications:

Education and Experience: High school graduate of equivalent (Associate's degree preferred)

West Virginia Extension Service
Extension Service Secretary II

12/2/16

Jefferson County Job Description

with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient computer skills, knowledge of all Microsoft Office programs, proofreading and editing skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills.

Physical and Mental Requirements

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

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding, proofreading, and editing.

Salary Range: Approximately \$26,900.00 to \$28,960.00 based on experience. Benefits are included after a mandatory probationary period.

To Apply: Interested applicants must submit a completed Jefferson County, WV Government application, cover letter, and resume to Emily.Wells@mail.wvu.edu or to the following address:
WVU Extension Service
1948 Wiltshire Rd, Ste 3
Kearneysville, WV 25430

Please call (304) 728-7413 with any questions or concerns.

West Virginia Extension Service
Extension Service Secretary II
12/2/16

Jefferson County, WV Government

APPLICATION FOR EMPLOYMENT

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time _____ Part Time

Date Available _____ Salary Desired _____

Home Phone # _____ Cell Phone # _____

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? ___Yes ___No

(If offered employment, you will be required to provide documentation to verify eligibility).

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (choose one) 1 2 3 4

Diploma ___ Yes ___ No G.E.D. ___ Yes ___ No

School _____ City/State _____
School _____ City/State _____

College and/or Vocational School:

Number of Years Completed (choose one) 1 2 3 4

School _____ City/State _____
Major _____ Degree Earned _____

School _____ City/State _____
Major _____ Degree Earned _____

Other Training or Degrees:

School _____ City/State _____
Course _____ Degree/Certificate _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s)

Held _____

State and License Number _____ License Expiration Date _____

Type of License(s)

Held _____

State and License Number _____ License Expiration Date _____

Other Professional Memberships: _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status).

SKILLS :

Office: Data Entry _____ Typing Speed _____ wpm

Word Processing _____ Excel _____ PowerPoint _____ Access Database _____

Other Software Skills

Have you ever been employed in any facility of Jefferson Co., WV? ___ Yes ___ No

If so, please state facility name and location and dates of employment

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? ___ Yes ___ No

If yes, explain:

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EMPLOYMENT: List last employer first, including U.S. Military Service. If any employment was under a different name, indicate name _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ FT ___ PT ___ No. of Hrs. _____

Mo/Yr Mo/Yr
Salary _____ Supervisor _____ Department _____

Duties _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ FT ___ PT ___ No. of Hrs. ___
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____

Reason for Leaving _____

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____ FT ___ PT ___ No. of Hrs. ___
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___Yes ___No

If yes, explain: _____

References:

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Relationship: _____

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Relationship: _____

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Relationship: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Jefferson County Commission to verify their accuracy and to obtain reference information on my work performance. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant: _____ **Date:** _____

Print Name: _____

All interested candidates must submit an application. If you wish to submit a resume, you can do so by submitting both your application and resume to sandy@jeffersoncountywv.org or mail to Jefferson County Employment, P.O. Box 250, Charles Town, WV 25414.

This application will remain on file for 60 days.