

Jefferson County Job Description

Position Title:	Administrative Assistant	Grade Level:	IV
Department	West Virginia University Extension	Date	9/19/2024
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 ensure 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.

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Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. Employee serves as a recognized authority of the organization and is expected to communicate departmental practices, procedures, regulations, or guidelines. Employee may be required to discuss controversial or sensitive matters where tact is essential to avoid friction and obtain cooperation.

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. Maintain membership records and prepare reports for the county 4-H program. Jefferson County 4-H maintains 22 community clubs, with approximately 500 members and 130 vetted volunteers.
2. Under supervision of the 4-H Extension Agent, maintain correspondence with members and volunteers regarding routine 4-H events, including, but not limited to, project enrollment, Leaders Association meetings, 4-H camp, Jefferson County Fair, and county and statewide events.
3. Maintain inventory of 4-H project books and awards, placing orders when necessary. Prepare project books for distribution to members and club leaders.
4. Prepare programs, documents, calendars, handouts and publications for events such as, but not limited to: 4-H enrollment, Community Educational Outreach Service (CEOS), Achievement programs, and 4-H Camp.
5. Maintain working knowledge of office schedule and functions in order to perform 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. In conjunction with the other county staff member, maintain WVU Jefferson County Extension website.
7. Perform other duties as assigned by the Department Head or Extension 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.

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Recommended Minimum Qualifications:

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

Requirements: Candidates must possess a valid driver's license and pass WVU's background check.

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. Knowledge of WVU Extension programs and purpose is preferred.

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

Skills: Proficient personal computer skills, knowledge of 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, up to 50 pounds.

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.