

**Jefferson County
Position Description**

Name:	Department: UW Extension
Position Title: Administrative Specialist I	Division:
Pay Grade: 4	FLSA: Non-Exempt
Date: October 2023	Reports to: Area Extension Supervisor

Purpose of Position

The purpose of this position is to provide day-to-day financial management and administrative program support for the UW Extension department. The position provides direct support for the Agriculture and Extension Educator committee meetings.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Schedules appointments and maintains calendars essential for meeting critical deadlines and timeframes.
- Performs general clerical and customer service duties such as answering phones, greeting the public, answering general questions, processing mail and ordering supplies.
- Creates, updates, and completes a variety of documents, including memos, letters, forms, and reports. May also transcribe case manager notes and proofread/edit client evaluations.
- Participates in program audits and reviews, provides data and information requested, runs specialized reports. Audits files to ensure paperwork is completed and correct for billing purposes.
- Sets up, organizes, and maintains files, which may include opening and closing files as well as ensuring proper documents are included in the file.
- Provides accurate management of department budget.
- Prepares purchase requisitions, processes purchases and invoice payments per the county policy. Acts as point of contact for purchases.
- Provides administrative support for the UW Extension committee meetings, drafts agendas, sends communications, and records accurate minutes.
- Provides administrative support for the 4-H program, including acts as 4-H Online Administrator and the point of contact for the 4-H program, supports 4-H youth/families and adult volunteers with annual enrollment per UW guidelines, maintains confidential 4-H records/database, and handles confidential 4-H correspondence on behalf of the educators and/or Area Extension Director.
- Complies with County HIPAA Policies and Procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities. While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides backup to other administrative staff.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with two to three years related experience and/or training required; or associate degree and one year experience; or equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Three or more years related experience and/or training; or associate degree and two years' experience; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to meet stringent deadlines and to accurately perform and complete written and oral procedures applicable to assigned duties.
- Ability to carry out one's duties reliably and predictably.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books, or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
