

Hendricks County
Job Description

Title: Part-Time Administrative Assistant

FLSA Status: Non-Exempt

Department: Extension Office

Pay Band: OSS 5

Supervisor: 1) Office Manager 2) Extension Educators 3) County Extension Director

PURPOSE OF POSITION:

Incumbent provides administrative support to the Purdue Extension Educators and the Extension Program Assistant.

ESSENTIAL FUNCTIONS:

- Collects, sorts, and distributes incoming mail and prepares outgoing mail.
- Performs office-related duties (prepare mailings, make copies, collate materials, inventory and stock supplies, takes messages for office personnel, etc.) as assigned by Office Manager, Extension Educators and/or the Extension Program Assistant
- Receives phone calls and visitor, answers questions or refers to the appropriate department.
- Collects and receipts monies from the sale of publications, program fees, and fund raisers organized through various Extension programs (including, but not limited to: 4-H Camp, 4-H Sponsors, Geranium Sales, Master Gardener Programs, Extension Homemaker Programs, etc.) according to Purdue University guidelines.
- Remain current with the database systems used by Purdue Extension.

NON-ESSENTIAL FUNCTIONS:

- Assist co-workers as needed.
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma or GED
- Valid driver's license
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct
- Proficient in the English language and working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, Purdue University personnel, all Purdue Extension related committees, boards, and organizations, as well as, the public

- Operate a variety of technical equipment used in offices (folding machine, laminator, copier, Risograph, etc.)
- A background check will be required for employment in this position

RESPONSIBILITY:

- Incumbent duties are broad in scope and of substantial intricacy, involving many variables and considerations. Incumbent performs according to department and Purdue University guidelines and general objectives, exercising judgment in presenting research based information and providing guidance for specific situations
- Incumbent works independently; however, supervisor is available to assist with problems if necessary. Most work is received in rough draft format and must be edited and organized into an orderly format. Errors in work are detected through supervisory review of the finished product and can have adverse effects on the office and to members of the public.
- Work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.
- Work independently and make sound business decisions.
- Work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.
- Maintain confidentiality of department information/records according to state requirements.
- Maintain a working knowledge of, and ability to make practical application of, department policies and procedures, and applicable Purdue University guidelines.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, and the general public for the purpose of obtaining and providing factual information. Incumbent must competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is performed in a standard office environment.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Part-time Administrative Assistant for the Extension Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type name