

**HUERFANO COUNTY
JOB DESCRIPTION**

TITLE: Extension Office Clerk
FSLA: Non Exempt
DEPT: Extension

Job Summary:

Perform clerical and administrative support work for Colorado State University Extension. The work involves responsibility for providing secretarial and administrative support including; scheduling and arranging meetings and appointments, providing secretarial and related services, communicating requests to other parties; researching and securing information from various sources. Perform routine, mid-level and professional duties with the Huerfano County 4-H program. The worker in this position initiates own daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations and works under the supervision of the Extension Agent.

Essential Job Functions:

Screens calls, visitors, and mail, responds to sensitive requests for information and assistance. Provide information and assistance to County staff and public in research in information related to department or division policies.

Research, compile, analyze and summarize data for special projects and various comprehensive reports; prepare or direct the preparation of administrative reports.

Prepare and revise various operating procedures, rules and regulations upon request; develop and revise office forms and report format, as well as, report preparation.

Perform a wide variety of complex and responsible duties for the extension agent; independently respond to letters and general correspondence of a routine nature.

Initiate and maintain a variety of files and records for information such as attendance, payroll, budget, maintain manuals and update resource materials; organize and maintain complex technical filing systems.

Prepare monthly Huerfano County 4-H newsletter and publish both on-line and hard copy.

Maintain Huerfano County 4-H website.

Responsible for the administration of the Huerfano County Fair 'FairEntry' System, which is used in the daily operations of the Huerfano County Fair.

Responsible for contracts, rentals and deposit collection of County-owned weed sprayers and equipment.

Responsible for preparing vouchers for payment of all invoices billed to Extension Office.

Desired Qualifications:

Knowledge of Colorado State Extensions organization and operations; of the 4-H program policies, rules and procedures; of modern office procedures and practices, including use of PC's and word-processing, spreadsheet and database software; and the use of common office equipment

Training and/or Education Experience:

High School Diploma or G.E.D. Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills that the County deems appropriate.

Physical Demands:

The work is performed in office surroundings. Typical positions requires workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands:

Work is subject to frequent interruptions and inflexible deadlines.

The duties listed above are intended only as illustrations of the various types 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.