

**Job Description  
for  
Secretary  
Agriculture/Natural Resources, Family and Consumer Sciences, and 4-H  
Youth Development  
Wharton County**

Department: Ag Extension

Job Classification: FLSA Non-Exempt

Supervisor: Corrie Bowen

Compensation:

Hours: 40 hours/week

**Job Summary**

**1. Nature and Scope**

Secretary of the Wharton County Texas A&M AgriLife Extension office is under the direct supervision of the AgriLife Agriculture/Natural Resources, Family and Consumer Sciences, and 4-H Youth Development Agents. The person in this position also assists the Integrated Pest Management Agent, the Prairieview A&M FCS Agent, and the Prairieview A&M ANR Agent as needed. The Texas A&M AgriLife Extension office is a business office. It is his/her responsibility to help maintain a business atmosphere and yet create a feeling of goodwill on the part of the client through courteous, professional treatment and service.

**2. Major Duties and Responsibilities**

- A. Opens the office on time and remains in the office during her scheduled office hours. Sees that the office is kept in a professional and welcoming appearance.
- B. Directs clients to the appropriate agent. Keeps informed on the interrelationship of the Texas AgriLife Extension office with other Federal, State and County agencies, as well as local associations and organizations, to the extent that the person in this position can properly direct clients wanting information available from the agency, association or organization.
- C. Gives prompt and courteous answers to questions and client inquiries. If the agents are out, supplies information when possible and keeps records of callers and information requested for agents' use if follow-up is necessary.
- D. Is neat and professional in appearance and work quality to leave a good impression with the clients and co-workers.
- E. Opens and reads all incoming official mail unless marked "personal" or "confidential"; sorts out and distributes mail to agents; makes notation on her calendar of all upcoming meetings, conferences, and deadlines to be informed of agents' schedules and to be able to assist in program preparation and properly inform inquiring clients.

- F. Answers telephone, properly identifying the office, refers the calls to the appropriate agent. Keeps records of all calls received in the absence of agents and delivers the messages promptly.
- G. Types and makes copies of all outgoing mail for all agents. Sets up priority for jobs if possible by checking with agents as to what needs to be handled first.
- H. Uses initiative in seeing that requests for information are handled as promptly as possible. In the absence of an agent, looks for information through the Central File, Internet Resources and Texas A&M AgriLife Extension Specialists.
- I. Is familiar with all work done by all agents, knows the key people who are serving on the Leadership Advisory Board/Committees, what the Plan of Work includes for the coming year, what result demonstrations are being conducted, to be able to give information on them when requested.
- J. Copies and organizes information to be sent in with Monthly Reports for all agents. Compiles and submits Quarterly Reports, Making a Difference Annual Report, Inventory Reports, CB-5 Budget Report, and Annual Expenditure Reports, TDA Pesticide Applicator Recertification rosters, excused absence and extracurricular eligibility requests, and other reports and forms as requested by Agents.
- K. Has a personal interest in the success of the Texas A&M AgriLife Extension program in the county and willingly accepts responsibility for working with all Extension Agents to insure the success of the program.
- L. Provide administrative assistance to the department head by maintaining office and audio-visual equipment, operating contracts, submitting time sheets, ordering office supplies, and making maintenance and purchase requisitions; and monitor budget activities for the department budget.
- M. Maintain a current membership database of mail lists for the following program areas: Beef and Forage, Pesticide applicators, Row Crop, 4-H Youth and Volunteers, Family Consumer Sciences, and the Leadership Advisory Board; maintain the central filing system for the entire department so that files can be easily and quickly located
- N. Designs, edits and distributes advertisements for educational seminars, programs and workshops; verify the publication of news releases and feature articles in local periodicals such as The El Campo News, The Wharton Journal, and the East Bernard Express. Posts program announcements on the Wharton County AgriLife website.
- O. Perform accounts payable and receivable for the department; reconcile bank statements and prepare/deliver bank deposits for the 4-H Youth Support Group Funds with an annual value of approximately \$25,000.

- P. Send mileage, lodging and training expenses for the Wharton County AgriLife Extension Department to the County Treasurer; forward payroll, travel and purchase orders as required to respective Texas A&M officials and Wharton County Commissioners' Court for further action.
- Q. Represent County Agriculture Agent and/or the Department in County meetings or organizational meetings when deemed necessary by the Extension Department
- R. Perform other office duties not outlined here in accordance with supervisor's requests and assignments.

### 3. **Minimum Job Requirements**

- a. **Education and Certifications.** Two years of college; or a high school diploma or general education degree (GED) and three to five years related experience and/or training; or equivalent combination of education and experience. Current Texas Class C Drivers License.
- b. **Other Certifications Necessary to Complete the Job.** The Wharton County Ag Extension Secretary must be certified as a Notary Public, which is essential to notarizing livestock show entries and other documents necessary for the management of the 4-H and Youth Development Program.
- c. **Skills and Knowledge.** Have good written and verbal skills and work well with the public. Must be able to handle stressful situations and deal with the public in a professional manner. Must be capable of using the following office equipment: desktop computer, laptop computer, photo copier machine, paper folder, laminating machine, booklet binders, scanners, printers, etc. Must be proficient with the following computer programs: Microsoft Windows, Microsoft Publisher, Microsoft Word, Microsoft Excel, Adobe Acrobat, Microsoft Outlook email, WordPress, and 4-H Connect.
- d. **Physical Demands.** 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 essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

- e. **Work Environment.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions. The noise level in the work environment ranges from low to moderate and takes place in a typical office setting.

- f. **Safety Recommendations/Requirements.** The incumbent in this job must be knowledgeable about and follow the County's safety policies and procedures. Ask supervisor for details.
- g. **Drug/Alcohol Policy.** Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing is required.

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*