

# **POSITION VACANCY**

## **JOB TITLE: Purdue Extension Secretary**

**Date Posted:** January 29, 2018  
**Department:** Henry County Purdue Extension Office (New Castle)  
**Hours:** 35 hrs/week  
**Salary:** \$28,726.00

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Secretary for Purdue Extension Henry County Office, responsible for providing program and clerical support to the County Extension Director and Educators.

### **DUTIES:**

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages and/or directing callers to appropriate individual or department.

Assists Extension Educators with meeting program needs of youth and adults throughout Henry County. Schedules/maintains calendar of department events, prepares for meetings and presentations, and attends department meetings.

Performs various administrative office duties, including processing incoming/outgoing office mail, maintaining/updating mailing lists, and typing and copying a variety of documents, such as correspondence, reports, meeting notices, forms, programs, budgets, scholarships and address labels. Proof reads letters and publications for educators and program assistants.

Provides assistance with inventory of educational materials, office supplies and publications. Assists Administrative assistant as required for fiscal accounting; prior to the county director's final accounting approval.

Receives and records payments for educational materials and mail logs. Responds to requests for information, frequently communicating with other Extension Office personnel, Purdue University and other resources as appropriate.

Performs various duties for annual County Fair, including moving office to/from fairgrounds.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High School diploma/GED required, college coursework preferred.

Possession of a valid driver's license and demonstrated safe driving record.

Reliable transportation required. Personal vehicle may be required to perform some duties with mileage reimbursement for business travel at county rate.

Working knowledge of Standard English grammar, spelling, and punctuation.

Knowledge of or experience with Purdue Extension programs – 4-H Youth Development, Health & Human Sciences and/or Agriculture and National Resources.

Ability to work along and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to understand, carry out, memorize, and retain oral and written instructions.

Ability to occasionally work extended hours, weekends, evenings, and travel out of town.

Ability to interface and work with Facebook, Twitter and other media sources.

Ability to properly use standard office equipment, including computer, typewriter, calculator, fax machine, postage meter, copier, telephone, and MS Office Suite programs.

## **II. RESPONSIBILITY:**

Incumbent's priorities and schedules are primarily determined by supervisor, flexible routines, services the needs of the public and seasonal deadlines. Incumbent performs a variety of relatively standard task with assignments guided by definite objectives using a variety of methods and procedures. Errors in performance are primarily detected and prevented through standard bookkeeping checks, supervisory review, procedural safeguards, and notification from other departments, agencies or public. Undetected errors may result in endangerment to self or others, loss of time to correct error, and loss of money to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, County Extension Board, State Board of Animal Health, Purdue University, 4-H Council, schools, and the public for a variety of purposes, including exchanging information, explaining and interpreting policies/procedures, and presenting subject matter to others.

Incumbent reports directly to County Extension Director.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting/standing/walking for long periods, working with or near chemicals, lifting/carrying objects weighing up to 50 pounds, bending, crouching/kneeling, pushing/pulling objects, reaching, keyboarding, close and far vision, speaking clearly, color perception, hearing

sounds/communication, and handling/grasping/fingering objects. Incumbent may work with or be exposed to violent/irate individuals. Incumbent may occasionally work extended hours, weekends, evenings, and travel out of town, but not overnight.

**APPLY by submitted a resume and cover letter to:**

[jcurley@purdue.edu](mailto:jcurley@purdue.edu)

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