

Cassia County Extension& Noxious Weed Control Office Administrative Assistant Position Description

POSITION TITLE: Administrative Assistant **LAST UPDATE:** 02/04/2024
DEPARTMENT: University of Idaho Extension Cassia County and Cassia County Noxious Weed Control
REPORTS TO: Cassia County Noxious Weed Superintendent, U of I Department Head and 4-H Program Coordinator

MAJOR FUNCTION

This person will perform secretarial & financial duties for Cassia County 4-H Youth Development Program and Cassia County Noxious Weed Control, assist the Extension Educators by performing additional responsibilities when needed, work with the general public and other office staff. Promote and represent the University of Idaho Extension System, Cassia County 4-H Youth Development Program and Cassia County Noxious Weed Control to the public.

DUTIES AND RESPONSIBILITIES

Essential

- Citizen of the United States
- Greet the public that comes to the office and answer phones as necessary
- Must not have any felony convictions or convictions that would be considered to be a felony in the state of Idaho. Withheld Judgments on felony convictions must be disclosed in the application process, and will be considered on a case-by-case basis.
- Compile and distribute 4-H newsletter
- Maintain 4-H financial account records
- Process monthly weed control bills for the County
- Compile reports and data as directed by County Weed Supervisor
- Cleared through the county to use government websites for reporting government funding information
- Maintain 4-H social media pages
- Assist and monitor 4-H enrollment using the current software
- Assist with 4-H livestock weigh-ins as needed
- Maintain 4-H and Noxious Weed Control display cases
- Compiles information and produces needed documents for Civil Rights Review
- Communicate with 4-H families using mail, email, and other social media
- Produce paperwork for the county 4-H program as directed
- Must maintain a high level of discretion and confidentiality in a business setting
- Friendly and helpful customer service is a necessity for this position
- Assist with 4-H Activities as needed
- Assist with other office duties as needed

Other Duties and Responsibilities Performed Occasionally

- Assist with Cassia County Fair as needed
- Assist Market Animal Sale Committee as needed
- Research and write articles when requested as well as teach or assist in 4-H programming
- Learn and use ShoWorks computer program for use at the fair
- May be called upon once a week during the months of April through October to be in the field spraying weeds, performing weed inventory/inspection, or other duties as determined by the Cassia County Noxious Weed Superintendent

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Professional Characteristics

- High school diploma or equivalent
- Demonstrated ability to use computers, computer programs, and the Internet

- Knowledge of accounting skills
- Demonstrated ability to communicate effectively verbally and in writing
- Ability to use computers and current standard computer software
- Ability to perform essential duties such as weighing and handling large animals, moving large objects and equipment, etc.
- Willingness and ability to conduct and attend evening and weekend activities and meetings.
- Valid Idaho Driver's license
- Receive and maintain a current Professional Pesticide Applicator License
- Maintain Dealer License for Rodent Control
- Successfully pass a background check

ADDITIONAL DESIRABLE QUALIFICATIONS

Knowledge, Skills, and Professional Characteristics:

- Experience working with children and/or adult volunteers
- Ability to speak, read, and write Spanish fluently
- Experience in the 4-H Program
- Ability to operate 1 ton truck with trailer
- Ability to operate ATV or RTV
- Read and understand pesticide labels
- Proficient with QuickBooks and its use in account management
- Proficient with ShoWorks and its ability to manage fair entries and premiums

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