

Administrative Assistant
UNL EXTENSION IN LINCOLN-LOGAN-MCPHERSON COUNTIES

DESCRIPTION OF WORK

Performs clerical work with an emphasis on 4-H programming and assisting local 4-H members, volunteers, and staff.

MAJOR DUTIES

A. Effective Communication:

1. Manage incoming phone calls effectively.
2. Professionally assist all office visitors in an efficient manner.
3. Open mail and distribute to the proper recipients.
4. Ensure that all word processing is completed in a timely manner. The appearance of the final document must promote a professional image.
5. Maintain 4-H enrollment, 4-H Data Base and Fair program on computer.
6. Responsible for maintaining County Extension web pages and social media.
5. Other duties which include but not limited to: operating copy machine, assist in preparation of records, receipting funds, handling cash, general business accounting procedures, performing brochure and 4-H newsletter layout and design, proofreading correspondence and other materials for accuracy, completeness and correctness of punctuation, spelling and wording, filing correspondence and related documents, ordering and maintaining publications.

B. Support of overall office operations:

1. Ensure that the office is opened and closed in accordance with the established schedule.
2. Maintain an effective and systematic filing system.
3. Ensure that an adequate inventory of all necessary office supplies is maintained.
4. Effectively manage and maintain an appropriate inventory of 4-H materials and resources.
5. Maintain computerized records as required.
6. Ensure that the overall appearance of the office area promotes a neat and professional image.
7. Conduct activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and regional affirmative action plans.

C. Support of County Extension Educators and Assistants:

1. Assist staff members with the development and maintenance of program mailing lists.
2. Assist staff members with the development of program materials as required.
3. Prepare newsletters and other materials for mailing.

QUALIFICATIONS

A. Experience: Any combination of training and experience equivalent to (2) years of vocational training/college. A working knowledge of computer software applications, particularly Microsoft Office – Word, Excel, Publisher, Access and Teams.

B. General: Applicant should be self-motivated and experience with 4-H is preferred. Good personal maturity and decorum desired. A strong sense of initiative, responsibility, discretion, and ability to multi-task are important. Public relations abilities are also very important.