

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PROGRAM ASSISTANT - 4H
CLASS CODE: 6969

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/20/2014 (REVISED 06/14/2008 VERSION)
DEPARTMENT: EXTENSION

JOB SUMMARY

Under general supervision of the Utah State University Extension Agent, performs general administrative and complex clerical duties as required to expedite services and maintain 4H programs provided through the Utah County Extension Office.

ESSENTIAL FUNCTIONS

Coordinates and promotes 4H programs and activities in Utah County; receives and processes enrollments and program applications; orders materials; schedules leader meetings as needed to promote cooperative county-wide 4H development; presents materials and orients volunteers in available resources.

Produces 4H section of County Fair Book; coordinates general administrative functions in organizing annual livestock show; coordinates preparations for achievement or award nights.

Acts as receptionist; greets the public by responding to walk-in patrons or callers; answers questions regarding a variety of 4H programs; performs routine research of material in the absence of agents and provides basic information pertaining to Extension programs as needed.

Maintains various financial records related to programs and grants; utilizes bookkeeping software to record cash and credit card transactions; prepares check requests; collects camp registration fees; reconciles account statements; issues payments for insurance premiums; prepares and processes purchase orders; prepares and submits various financial reports as required.

Establishes and maintains various computerized records and files; enters and retrieves data relating to mailing lists, labels, and 4H reporting data; accesses daily status reports of commodities and extension news; generates regular reports showing member and leader activity and progress; monitors member recognition and award eligibility;

Takes dictation and/or prepares transcription of meeting minutes; prepares statistical reports documenting program activities, accomplishments, and compliance with federal requirements for participation; designs graphic layout for electronic newsletters and bulletins etc. and distributes the same according to existing mailing lists which are updated and printed on and on-going basis.

Manages video library; operates VCR to record programs; checks out programs and assures timely return; orders, files and distributes departmental literature and information; maintains inventory of office supplies and orders the same as needed; discards outdated material.

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, basic accounting and bookkeeping; operating standard office equipment

CLASS TITLE: 4H PROGRAM ASSISTANT
CLASS CODE: 6969
PAGE 2

including a 10-key by touch; word processing, data entry, and basic spreadsheets; making public presentations, problem solving.

Ability to: Organize multiple tasks efficiently; maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; drives a motor vehicle; and works for sustained periods maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two (2) years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.