

**POSITION:** Administrative Assistant (Full-Time)

**SALARY:** \$26,500 Annually, plus excellent benefits.

**EMPLOYER:** Marion County Commission / WVU Extension Service of Marion County, Fairmont, WV

**DESCRIPTION:** Under the supervision, direction, guidance, and evaluation of the supervising agent, the WVU Extension Administrative Assistant will assume the following responsibilities:

**General Extension Work:**

- Receives and greets visitors to office area, determines nature of visit and directs visitor to the appropriate staff member.
- Answer telephone, screens calls, and communicates messages to staff members.
- Performs a variety of clerical and other tasks requiring independent action and decision making.
- Sorting and opening mail.
- Typing / word processing and establishing / maintaining files and records.
- Schedule meetings and appointments, maintain and update calendar for agents, prepares agenda and make arrangements for location for events. Confirms and notifies participants of date, location, and purpose of events.
- Prepare minutes of meetings and distribute to appropriate people.
- Co-Edit major, local program publications, such as 4-H Camp program book and Community Educational Outreach Service yearbook as well as program newsletters. Correct grammar, spelling, format, etc. for any outgoing document.
- Prepare bulk mailings by keying, collating, labeling, and preparing for post office. Collect and deposit outgoing mail for the office area in an appropriate location. Collect, open, date stamp, sort, and distribute incoming mail to staff within the office area.
- Maintain communication between the office and funding bodies which involves frequent calls and/or visits.
- Enter data into computer, following a specific format.

**Administrative Duties**

- Prepare travel expense for agents and submit to county and Program Director for signature.
- Maintain all budget accounts—County Commission and Board of Education.
- Prepare and submit county monthly financial and state off-set reports on a monthly basis. Maintain reports showing balance of cash flow of county budgets.
- Invoice and purchase office supplies.
- Oversees maintenance of office machines and equipment.
- Technology contact and liaison between Marion County and Office of Technology (OT).

- OT contact regarding reference, support materials, and software updates. Maintain library of computer resources and updates.
- Coordinate technical support between technicians and co-workers.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION AND/OR EXPERIENCE:** Requires a high school diploma or equivalent and two years telephone, clerical and / or public contact experience; OR, any equivalent combination of experience, training and/or education as determined by Human Resources.

A general knowledge and experience with Microsoft Word, Access and Excel is required. Candidates must possess a high degree of written and/or verbal communication skills in dealing with other employees, clients, and the general public. The job requires being careful about detail and thorough in completing work tasks. The ideal candidate will possess a minimum of two years of related work experience OR any equivalent combination of education and progressively responsible experience. Additional work experience **substitutes** for education on a year for year basis. Prior receptionist, secretarial or other work is of importance.

**SPECIFIC SKILLS:**

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in telephone etiquette and courteous communication with public, verbally and in writing.
- Skill in proofreading
- Skill in the operation of a variety of office machines including, personal computers, telephones, copiers and Fax machines.
- Skill in the use of personal computer/software.
- Ability to lift and carry materials needed to conduct trainings and perform duties of the position.
- Ability to pass a criminal background check.
- Must be able to pass WVU's Protecting Children and Title IX training.
- Ability to learn the policies and procedures of the Program Centers, WVU Extension Service, WVU, WV Board of Trustees, National Travel regulations, USDA regulations.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The noise level in the office work environment is usually moderate to quiet. A valid driver's license is required. Interact with public, clientele, and co-workers responsibly and courteously. The employee will need to lift and carry materials needed in order to perform duties of the position. This position requires one to be self-motivated and directed.

**COMPUTER SKILLS:** Applicants need to be proficient in Microsoft Suite, such as Word, Excel, Publisher, PowerPoint, etc.

**LICENSES:** Valid Driver's license

**SUPERVISION:** Employee will be responsible to the County Program Coordinator for direction, supervision, guidance, and evaluation. There will be a six-month probationary period. The successful candidate will be evaluated for providing a significant contribution in teaching and service. The appointment is subject to the approval of the Marion County Extension Service Committee.

**BENEFITS:** This is not a WVU paid position. Benefits and Salary will be provided through the Marion County Commission.

**APPLICATION PROCESS:** If you meet the stated requirements and would like to be considered for the position, ALL of the following information must be submitted using to the WVU Extension Marion County office by mail to: WVU Extension Service, ATTN: Tina Cowger, 314 Monroe Street, Room 202, Fairmont, WV 26554; fax: 304-367-2774; or email: [MarionCountyExtension@mail.wvu.edu](mailto:MarionCountyExtension@mail.wvu.edu).

- Cover letter indicating the position that you are applying for and outlining experience and qualifications.
- Resume including dates of employment, supervisor(s) name and contact information.
- Three (3) references (including address, e-mail and phone) who can reflect on your professional strengths.

You will be initially evaluated based upon your cover letter and resume. They should address all knowledge, skills and abilities outlined in the qualifications section. If called for an interview, you will be evaluated based upon the question responses you provide during a structured interview. In responding to structured interview questions, you should be sure to site specific examples of experience, explain exactly what you did, and the outcome.

Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

**SPECIAL NOTICE:** Upon completion of the application, screening and interview process, a candidate will be presented to the County Extension Service Committee for their consideration. Final placement of the Program Assistant is subject to the approval of the County Extension Service Committee.

**CLOSING DATE:** First consideration will start on **Friday, October 11, 2024 at 12:00 pm**