

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Second Deputy/Computer Secretary
DEPARTMENT: Extension
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 2009
DATE REVISED: October 2023

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass 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 those accommodations would present an undue hardship.

Incumbent serves as Second Deputy/Computer Secretary for the Cass County Extension Office, responsible for providing administrative and computer support to the County Extension Director and 4-H Educator. Incumbent will demonstrate flexibility as the different program areas encounter different times of the year as being busy. Being able to multi-task and shift focus to support the different program areas will be key for success. Incumbent will complete tasks in a timely manner and meet deadlines.

DUTIES:

General customer service via phone, written communication, and in-person interactions providing information and assistance, taking messages, and/or directing callers to appropriate individual or department.

Work directly with the 4-H Educator to provide general clerical support as well as 4-H specific support including 4-H Online, Fair Entry, updating project summaries using rules prescribed by the State 4-H office and the 4-H Educator, prepare packets for youth and volunteer participants, preparing documents and sending mailings, order and inventory 4-H publications and supplies, etc.

Perform various duties for annual County Fair, including moving office to/from fairgrounds, assisting with Fair preparations, coordinating activities for Fair participants, and performing various other tasks as assigned (supporting general office and 4-H work during fair time).

Marketing material creation at the direction of the educators – utilizing Canva and other available platforms.

Maintain and monitor Purdue Extension-Cass County webpage and social media with information shared by educators as directed.

Lead technology contact such as new computer setups, problem solve office computer problems with Purdue/AgIT help, and trouble shoot the printing system as needed.

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Have familiarity with the work of other stakeholder agencies which deal with the Extension Service Office, such as other county offices, Consolidated Farm Service Agency, Natural Resources & Conservation Service, and Indiana Department of Natural Resources allowing answers to inquiries and calls.

Maintain confidentiality and good working relationships with other office staff, interns and volunteers to support the total Cass County Extension Program. Responds to requests for information from Extension, campus, and county.

Assist with meetings and events outside of typical 8a-4p work hours as requested/available.

Provide fiscal support of programs under the direction of the Cass County Extension Director per the CES Cash Handling Procedure.

At direction of the CED and Educators, up to 8 hours a week assisting with educational programming.

Perform related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Minimum two years secretarial, bookkeeping, accounting and/or computer experience required.

Working knowledge of and ability to make practical application of Department policies/guidelines and Purdue University Extension Service philosophy, goals, policies and procedures.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of various computer software programs, including, but not limited to, word processing, spreadsheet design, database, internet, electronic mail and desktop publishing.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents and written reports as required.

Working knowledge of and ability to use and interpret agricultural and horticultural terminology and language.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, including computer, typewriter, calculator, telephone, fax machine, copier, duplicator, and folding machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Extension Homemakers, 4-H Association, Purdue University Extension Service, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

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

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, collate, classify data and count/make simple arithmetic additions/subtractions.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions, interruptions, and time constraints, and on several tasks at the same time.

Ability to apply knowledge of people, locations and/or events and plan/layout assigned work projects.

Ability to occasionally work extended hours, evenings and/or weekends.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by service needs of the public and event deadlines. Assignments are guided by definite objective using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through supervisory review standard proofreading checks. Undetected errors could result in loss of time to correct error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Extension Homemakers, 4-H Association, Purdue University Extension Service, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to the County Extension Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, keyboarding, bending, reaching, lifting/carrying objects weighing less than 25 pounds, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication and handling/grasping objects. Incumbent maintains frequent contact with the public and may be exposed to irate/disgruntled persons. Incumbent occasionally works extended hours, evenings and/or weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Second Deputy/Secretary for the Extension Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____No_____

Applicant/Employee Signature

Date

Print or Type Name