

**BROADWATER COUNTY**  
**Job Description**

**CLASS TITLE:** Short Term Administrative Assistant

**DEPARTMENT:** Montana State University Extension

**ACCOUNTABLE TO:** Broadwater County MSU Extension Agent

**PRIMARY OBJECTIVE OF POSITION:** Under general supervision, performs a variety of secretarial work of moderate complexity. Work varies utilizing individual judgment within prescribed standards and procedures.

**DESCRIPTION OF OFFICE:** The MSU Extension Office in Broadwater County extends unbiased research-based knowledge from the university to the public. Extension provides every resident access to relevant information and educational opportunities such as public services, workshops, community meetings, educational resources and more in the areas of 4-H youth development, agriculture, natural resources, horticulture, community development and family consumer sciences.

**ESSENTIAL JOB FUNCTIONS:**

- Physical requirements include prolonged sitting, bending, stooping, and lifting up to 35#s (greater with assistance);

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Types and files statements, correspondence, and other material;
- Provides information to public;
- Receives telephone calls and visitors, routes incoming and outgoing mail, arranges meetings and sends meeting notices;
- Operates photocopiers and other office machines, and computer terminal input;
- Composes correspondence, processes office and department documents and records;

**MAY PERFORM SPECIFIC DEPARTMENT DUTIES THAT MAY INCLUDE:**

- Accountable for a small amount of cash, collecting and accounting for fees and charges, or representing County Extension;
- Provide support for the 4-H Camp and Fair by processing registration and online entries, preparing documents and inventorying supplies.
- Assists with out-of-office programming may be required;
- Position requires substantial contact with the public and fellow employees requiring tact and diplomacy; Confidentiality is essential;
- Hazards and discomforts are minor and controllable;
- Performs such other duties as may be assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school or its equivalent and background in Extension and 4-H Youth Development programs helpful; some college desirable;
- Two (2) years of secretarial work experience, working with 4-H Youth Development or other youth programs as a leader desirable;
- Computer skills required;

**EXAMPLE OF PERFORMANCE CRITERIA AND EXPECTATIONS:**

- Typing is accurate, files maintained in an orderly and appropriate manner, and assigned duties are carried out effectively and efficiently;
- Assigned funds are accounted for within defined procedures;
- Establishes and maintains effective working relationship with fellow employees, superiors, other government agencies, and the public;
- Assists Extension Agent in coordinating county 4-H Youth Development activities such as 4-H club and project activities, Camp and Fair;
- Performs other duties as may be assigned.

**JOB SPECIFICS:** The position is short term for eight weeks with hours ranging from 5-30 hours per week. Hiring contingent on passing a background check.

**Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.**

**Revised 4.23.19**