

**UW – Washakie County Extension
Administrative Assistant
Detailed Comprehensive Specific Tasks, Responsibilities & Procedures**

University of Wyoming Extension – Washakie County is seeking a full-time (40 hours/week) professional for the position of Administrative Assistant in Worland.

The person selected for this position will serve our clientele with excellence and competence, manage our office with an eye for detail and flexibility, and complete a diversity of tasks with a sense of pride and ownership. *We will add someone to our team who:*

- offers an unprecedented first-impression in person, on the phone, and via email communication
- is mature in his or her ability to communicate and relate to others, both clients and colleagues
- will take seriously the opportunity & responsibility of working with minimal supervision
- shows a willingness to ask questions and share responsibility on office projects
- can handle difficult or stressful situations with tact, respect, and clear communication
- will keep our office running smoothly by completing bookkeeping duties, workshop & meeting coordination, maintaining appropriate records, and other essential administrative duties
- is excited about working with technology, and is open to new software and computer systems
- knows (or has a desire to learn) how to design and create documents to promote and represent the work of UW Extension in Washakie County
- takes responsibility and ownership when implementing projects for other staff members

Submit completed application, letter of interest and resume by mail to:

Amber Armajo
University of Wyoming Extension – Washakie County
PO Box 609
Worland, WY 82401

Screening of applicants will begin on August 31, 2015. If you have questions please contact Amber by phone at 307-347-3431.

The Administrative Assistant is under the supervision of the University of Wyoming - Washakie County Extension Director. This position will also serve as Administrative Assistant to other UW – Washakie County Extension Educators and network/interact with UWE personnel, as well as UWE County Office staff statewide. Ultimately, the Administrative Assistant is responsible to the Washakie County Board of Commissioners as a Washakie County Employee governed by Washakie County Policy & Procedures.

I. Receptionist Tasks

A. Public Relations/Greeting the Public

PHONE

1. Answer phone as “UW – Washakie County Extension Office, this is _____, how may I help you?”
2. **Record ALL incoming calls** into *Daily Contact Log* even if no message is taken.
3. Route calls to appropriate staff.
4. Take accurate message if call can't be routed.
5. As much as possible, assist the caller with accurate, researched-based information.

WALK-INS

1. **Record ALL office traffic** into *Daily Contact Log* even if no message is taken.
2. Direct visitor to appropriate staff when person is available.
3. Write accurate message if staff is unavailable.
4. As much as possible wait on the visitor by tending to their needs:
 - a. Answer inquiry.
 - b. Do task as requested:
 - Make copies.
 - Locate & provide bulletins, materials and information.
 - Retrieve and check out equipment and office keys.

B. Mail

1. Open & distribute mail.
2. Adhere to UW Penalty Mail requirements.
3. Make a copy of all outgoing correspondence and file in that month's correspondence file.
4. Mail forms, letters, etc., as requested by staff.
5. Maintain postage meter.
6. Provide 4-H leaders & membership mail supplies/services as authorized by 4-H/Youth Educator

C. Schedules

1. Work with staff to record schedules and Conference Room reservations in Schedule Calendar and Conference Room Calendar.

D. Maintenance of Contact Information

1. Update and maintain a variety of mailing lists as directed by UWE personnel.

E. Miscellaneous Duties

1. Other office responsibilities as deemed necessary by the County Director.

II Civil Rights

A. Civil Rights Box

1. Each County Extension Office is in possession of a Civil Rights (CR) filing box as provided by the state office and is to be maintained per UWE instruction/policy/procedures.
 - a. Any CR add/purges come via the state office.
 - They are to be complied with so that all county CR filing boxes are uniform.
 - b. Document and file any Civil Rights related training staff receives
 - c. Ensure that a Civil Rights Agreement is created and:
 - Provided to group, agency and 4-H clubs the office networks with, or UWE sponsored functions.
 - Collected once signed.
 - Filed in CR Box.
 - d. Copies of any changes in Civil Rights Box contents needs to be distributed to staff.
2. Disclaimers
 - a. Administrative Assistant ensures that all staff have been provided with:

- A current UWE Disclaimer Instruction sheet.
 - Web page address where the disclaimer information is on-line.
- b. Administrative Assistant ensures that the correct disclaimer is affixed to all letters, newsletters, flyers, press releases, posters, brochures and other materials as outlined by UWE's disclaimer instructions.

III. Press Releases

A. News Articles

1. Either type up submitted news story information from staff or 4-H Council/Leaders, or compose and type the content of an article when instructed by staff or 4-H Council/Leaders.
2. Use letterhead with disclaimer and include date, when to be released and responsible program area staff's name at the top. Follow with title/heading and content. End with the name and contact information of the person the article was written by/or requested of.
3. Make hard copy for press release file folder and subject/event folder.

IV. Staff Meetings

A. Schedule

1. When County Director sets a staff meeting date/time, the secretary informs all staff and records the date and time in the *Staff Meeting Book*.

B. Agenda

1. Obtain agenda items from staff. Get a copy of any material they want distributed with an agenda item.
2. Ensure there is a civil rights matter addressed in each staff meeting.
3. Include the latest County Budget line-item balances and expenditure figures.
4. Type the agenda and attach copies of accompanying materials.

C. Minutes

1. Type up the minutes as soon after the meeting as possible. Sign and date them, put the original signed copy into the *Staff Meeting Book* 3-ring binder along with the agenda and material copies.
2. Distribute agenda, minutes and material copies to the state office and mark the date sent on the UW Monthly Reports check list. Email the minutes as an attachment to all staff, whether they attended the meeting or not.

V. Filing

- A. To be done in a timely manner, according to the preference of the UWE educator.
- B. Keep a master list of each file's location.
- C. Purge files on a yearly basis or as directed by the individual educator.

VI. Supplies

- A. Maintain adequate office supplies.
 1. Order more inventory when needed with County Director approval.
 2. Place orders as requested by staff.
- B. Order UW CES materials as needed, bulletins, books, etc., as requested.
 1. Let customer know if it can be downloaded from the internet so they have an option that is free of charge.

2. If so, provide them with the link address.
3. Maintain adequate amounts of UWE regulated supplies:
- C. Keep stock of lab testing supplies.
- D. Copier
 1. Order maintenance cleaning service and replacement drum at the discretion of County Director.
 2. Keep at least one box of toner on hand at all times.
- E. Computer supplies must be maintained.
 1. Black & color inkjet cartridges for all printers.
 2. Disks, zip drives, cd's, etc...
- F. Postage
 1. Have postage stamps on hand for mail not allowed under penalty mail restrictions.
 2. Order money for postage meter when it reaches a balance of \$50.00 or less.
- H. 4-H Materials

Maintain supplies and order 4-H materials as directed by the 4-H/Youth Educator.

VII. Confidentiality

- A. Information on clients is considered private, particularly 4-H members (minors) & leader registration information such as but not limited to: Date of Birth, Social Security #'s, Addresses, Email Addresses and any information provided on the Leader Screening Form.
 1. Leader & Member Enrollment information can only be transmitted to:
 - a. State 4-H Office
 - b. Another Wyoming Extension Office where leader/member is transferring to once parent/leader provides instruction & permission.
 - c. State Fair Office - limited to member information only.
 2. Strict procedures for managing the completed 4-H Leader Online Screenings are as follows to protect the privacy of the leaders.
 - a. Leader screening falls under the responsibility of the leader via the online screening system. If a leader requires assistance with the screening process, follow the following guidelines:
 - Check photo ID to verify the identity of the leader.
 - Use, and promptly shred after use, the required form to assist with the online screening.
 3. Names, addresses & email addresses can only be shared with:
 - a. Screened Council Officers
 - b. UWE local County Office Staff
 - c. Screened leaders, as a general practice we limit them to only having information for the members in their club/project.
 - d. State Office
 4. To the County Fair Board:
 - a. Provide a list of members & their phone #'s for each project.
 - b. Allow Fair Board to get the 4-H Online data from us to process fair exhibitors.
 5. When sending a mass email notification to the programs membership, addresses in the email are sent "blind."
- B. Mailing lists or email address books are not to be given to individuals, groups, businesses outside of UWE.

- C. Any correspondence received in the Extension Office marked "confidential" is to be routed to the addressed person sealed & unopened with the date it was received stamped on the outside of the envelope.
- D. Personnel/employee files in the Extension Office (UW or Washakie County) are to be kept confidential, including files from previous employees no longer employed.

VIII. Inventory

- A. UW CES Equipment Inventory
 - 1. The state office provides identifying inventory stickers to be affixed to inventory. The secretary is to ensure inventory is labeled as directed by the state office.
- B. Keep current the Washakie County Equipment Inventory
- C. Extension Office Inventory Available for Public Use
 - 1. Any tools, materials, office keys, equipment, videos, 4-H inventory, etc., that are loaned out of the office are to be recorded on the Check Out List which is located in the administrative assistant's desk. Information to be collected is: name of item, date borrowed, name & phone number of borrower, and date returned.
 - 2. Office keys are numbered and located in the administrative assistant's desk drawer.
 - 3. Radon Test Kits
 - a. Kits are available to the public for a nominal fee. Record kit id number, name of individual, and address where the kit will be used for testing.
 - b. On a monthly basis, submit money collected and report to the State Radon Coordinator.

IX. Budget/Accounting

- A. County/UW Monthly
 - 1. Vouchers
 - a. Obtain a signature from the vendor in the required section on the voucher.
 - b. As we receive bills from vendors, file them in the appropriate folder in the secretary's desk file drawer. Vouchers can be worked up at any time but are due in to the County Clerk's Office no later than the 20th for payroll and the 25th for vendors, unless otherwise instructed by County Clerk &/or County Commissioner correspondence.
 - c. When mileage vouchers are submitted by staff, calculate their figures, correct any mistakes then type up their mileage (keep their handwritten mileage with a copy of the voucher).
 - d. Work up vouchers per County requirements
 - e. Make copies of vouchers and supporting receipts, etc
 - f. Have Extension County Director approve/sign vouchers.
 - g. Submit for payment to the County Clerk's Office no later than the designated deadline date with all the necessary signatures.
 - h. When presented with the County Clerk's Expenditure & Appropriations (E & A) report, verify that expenditures correspond with vouchers. If there is a discrepancy, research it immediately and make any necessary adjustments to the voucher in question. Then paper clip that month's vouchers, label what month they are for and file.
- B. County/UW Annually
 - 1. Every year an annual budget proposal is submitted to the County Commissioners via the County Clerk. Anticipate correspondence approximately mid-April declaring instructions, forms and deadlines, which are to be adhered to.

2. Prepare and assemble budget materials to be delivered to the County Clerk
3. Two copies of the approved budget will also be sent to the state CES office and recorded on the UW Monthly Reports check list.

BENEFITS
WASHAKIE COUNTY
ADMINISTRATIVE ASSISTANT
EXTENSION OFFICE

SALARY RANGE DEPENDENT ON QUALIFICATIONS
EMPLOYEE IS PAID THE LAST WORKING DAY OF EACH MONTH

VACATION SCHEDULE
AFTER ONE YEAR OF EMPLOYMENT

FROM 1 YEAR TO 2 YEARS EMPLOYMENT	5 DAYS (40 HOURS)
FROM 2 YEARS TO 10 YEARS EMPLOYMENT	10 DAYS (80 HOURS)
FROM 10 YEARS AND MORE	15 DAYS (120 HOURS)

AFTER SIX MONTHS OF EMPLOYMENT FIVE DAYS OF SICK LEAVE IS GRANTED

**AFTER ONE YEAR EMPLOYMENT 15 DAYS OF SICK LEAVE (120 HOURS)
EMPLOYEE CAN BANK UP TO 240 HOURS**

WASHAKIE COUNTY DOES HAVE A SICK LEAVE DONATION POLICY THAT EMPLOYEES CAN DONATE TO OTHER EMPLOYEES IN NEED

PAID HOLIDAYS: NEW YEARS DAY, PRESIDENTS DAY, GOOD FRIDAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, THANKSGIVING (2 DAYS) CHRISTMAS (SOME TIMES 2 DAYS)

INSURANCE BENEFITS

HEALTH INSURANCE – EMPLOYEE WILL PAY A PORTION OF PREMIUM FOR HEALTH INSURANCE MEDICAL, DENTAL, VISION AND SHORT TERM DISABILITY. COST IS DETERMINED ON THE PLAN THAT IS CHOSEN BY THE EMPLOYEE.

HEALTH REIMBURSEMENT ACCOUNT (HRA) PAID BY COUNTY.

WYOMING RETIREMENT BENEFIT – PAID BY WASHAKIE COUNTY
16.62% OF GROSS SALARY – PAID MONTHLY

LONG TERM DISABILITY – PAID BY WASHAKIE COUNTY

LIFE INSURANCE POLICY - \$10,000.00 – PAID BY WASHAKIE COUNTY