



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Administrative Associate III

LOCATION: UW Extension

HIRING RANGE: \$18.52 - \$20.61/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

POSITION TITLE: Administrative Associate III

DEPARTMENT: University Extension

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Provides clerical support to the UW-Extension Office staff to ensure program success.

ESSENTIAL FUNCTIONS:

1. Provides efficient secretarial and administrative support to UW-Extension staff.
2. Promptly and courteously greets customers and addresses their questions, concerns, registrations, and needs.
3. Ensures that UW Extension resources, materials, and spaces are organized, managed and monitored effectively and efficiently.

ADDITIONAL ESSENTIAL DUTIES:

1. Serves as telephone and window receptionist for UW-Extension including answering the phone, assisting office visitors, and answering routine requests for information.
2. Reviews incoming surface and electronic mail and drafts responses to routine correspondence.
3. Types various correspondence, newsletters, reports, forms, news releases and surveys.
4. Utilizes word processing, publishing programs, and social media to design, illustrate, prepare and promote program materials, brochures and newsletters. Duplicates and assembles materials for programs. Prepares surface and electronic mailings.
5. Utilizes data base programs to collect, coordinate, and maintain data for UW Extension mailing lists and program participants.
6. Maintains and prepares records of programs, calls, mailings and meetings.
7. Collects, summarizes and prepares reports of registrations, program participation and budgets.
8. Receives money, prepares receipts and records information for office.
9. Researches and downloads educational information.
10. Posts information on department website, social media outlets, and distributes to media outlets.
11. Works with program volunteers preparing event materials, checking out supplies, etc.
12. Facilitates use of JP Coughlin Center meeting rooms, scheduling meetings and events, assisting with Audio Visual needs, and completing meeting room reports.
13. Orders, stocks, creates and maintains publications for programs.
14. Prepares plant, insect, forage, disease, soil and water samples for testing.
15. Assists other secretarial employees with their duties.
16. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Department Head.
2. Works with Extension educators, volunteers, the general public, and key Extension partners such as 4-H Leaders, Master Gardeners and HCE membership.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School diploma or equivalency
2. A minimum of two years' work experience with customer service and office administration.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to learn office practices and procedures covering a diversity of functions.
2. Ability to type accurately at 40 wpm.
3. Ability to accurately use word processing, data base functions and other computer programs.
4. Ability to operate various office machines and equipment.
5. Ability to file information properly and consistently.
6. Ability to make independent decisions and maintain priorities.
7. Ability to deal effectively and cordially with the general public.
8. Ability to establish and maintain effective working relationships with fellow employees.
9. Ability to work under limited supervision.
10. Possess sound oral and written communication skills, general bookkeeping skills and excellent organizational skills.
11. Knowledge of bookkeeping practices and procedures.
12. Ability to learn, use and troubleshoot current audio-visual and computer technology

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to lift or carry up to 10 pounds