

**JOB SUMMARY for County Office Coordinator:**

To serve as **clerical support** for the Upshur County Extension Office, completing assigned tasks for Texas A&M AgriLife County Extension Agents; independently perform all duties up to and including receptionist, clerical, multiple project/task manager, department procurement, and accounting/budgetary management. In the absence of Extension Agents, be responsible for assisting clientele with information requests, researching publications, and distributing materials. Responsible for opening and closing the Extension office daily.

**MINIMUM EDUCATION, EXPERIENCE AND SKILLS:**

- High School Diploma, GED or higher
- Notary or eligible to become a notary in Texas, preferred
- 3 years of clerical/secretarial experience
- Strong computer skills including e-mail, Word, Excel, Publisher, and Adobe PDF and internet search engines
- Experience with all types of office machines: calculator, copier, printer, online postage, scanner, fax machine
- Strong organizational skills and ability to work independently
- Basic accounting skills

**PHYSICAL REQUIREMENTS:**

Lift about 25 pounds

**RESPONSIBILITIES AND DUTIES:**

- Be “the face of the office” as office Receptionist (in-person, email, and telephone)
- Maintain central files of support documents according to Upshur County and Extension Retention guidelines, manage and store all newspaper articles
- Maintain postal and e-mail mailing lists, processes any volume bulk mail-outs
- Maintain County Extension website and social media with updates, current links, and calendar of events
- Keeps records of itineraries, appointments, meetings, and tours for Extension Agents
- Approves 4-H member profiles, processes online event registration, invoices and transfers manage school Eligibility forms for members competing or participating in activities representing 4-H, supports Agent(s) with livestock show paperwork (about 7 Fall, 5 Spring, and the spring/fall validation process)
- Notarize documents for livestock shows – or secure notary to be present
- Assists 4-H clientele with on-line database enrollment, inquiries and registration questions
- Reconciles support groups bank accounts and county budget expenditures monthly and maintains all financial documentation in accordance with Extension Best Financial Practices
- Records phone and paper program registration forms, creates registration and sign-in sheets for programs, organize program pre- and post-surveys for state specialists
- Orders and maintains office supplies and office equipment inventory
- Composes routing letters, purchase orders, news releases, handouts and special reports, as needed
- Records minutes at regularly scheduled county staff conferences
- Attends skills training/professional development, as needed (Online or in-person).
- Maintains an up-to-date publication list and keeps lobby information display organized and current
- Assists the public with information requests (Ag, FCH and 4-H publications, soil, forage and water sample procedures)
- Sends monthly accountability reports to District 5 Texas A&M AgriLife Extension staff
- Other duties, as assigned