

**POSITION DESCRIPTION COUNTY OF
LAPORTE, INDIANA**

POSITION: Administrative Assistant – 4-H Youth Development
DEPARTMENT: Purdue Extension
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT V (Computer, Office Machine Operation, Technician)

DATE WRITTEN: May 2006
DATE REVISED: March 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Administrative Assistant – 4-H Youth Development for the LaPorte County Purdue Extension Office, responsible for a variety of administrative duties including data entry related to 4-H in 4-H Online and Fair Entry.

DUTIES:

- Serves as an active team member with two educators in 4-H youth development, other Purdue Extension Staff and County Staff.
- Maintains record of 4-H volunteers, members, programs, and activities associated with 4-H using computer databases (4-H Online and Fair Entry), including tracking the volunteer screening process.
- Prepares, maintains, and distributes inventory of 4-H documents related to the Project Handbook, educational programs, recognition programs, and the training of volunteers.
- Answers telephone and greets office visitors, determines nature of call or visit, answers 4-H inquiries and provides assistance, takes messages, or routes to appropriate person or agency. Assists 4-H leaders, volunteers, and members in understanding 4-H procedures and policies.
- Assists in coordinating 4-H workshops, distributes project materials to members, and supports office manager in bookkeeping related to the 4-H department.
- Performs various administrative duties, including typing and composing correspondence, preparing reports, maintaining files, preparing mailings for distribution, and opening, sorting, and distributing mail. Helps or assists other office staff with their duties as needed with a positive attitude.
- Serves as 4-H Fair Office support during the fair, including staffing the fair office and other assigned responsibilities during fair week. Prepares for the 4-H fair by ensuring judges are reserved, transporting supplies to the fairgrounds, and assisting with the collection and preparation of state fair entries.
- Assists with the training and supervision of summer assistants who are employed to help in material and program preparation for 4-H summer activities.
- Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- High school diploma or GED with a minimum of 2 years of office experience.
- Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Knowledge of 4-H activities, programs, and procedures is preferred.
- Ability to operate a variety of standard office equipment such as computer, printer, copy machine, fax machine, calculator, telephone, postage meter, Microsoft Office applications, 4-H online, and Fair Entry.
- 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 effectively communicate orally and in writing with co-workers, other County departments, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work extended and evening hours and travel out of town for training as needed.

RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according to the established practices and procedures of department, using judgment and taking personal action in determination and implementation of best methods to achieve desired results. Incumbent receives general instructions, and work is reviewed upon completion or spot checked for accuracy and compliance with accepted procedures. Errors in decisions or accuracy of work are readily detected by procedural safeguards or through periodic supervisory review. Undetected errors may result in loss of time within department and other governmental agencies and/or inconvenience to department employees or general public.

Incumbent is responsible for maintaining current knowledge of 4-H programs and specified technology. Incumbent also is responsible for meeting certification requirements and completing required training.

PERSONAL RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, and members of the general public for a variety of purposes, including receiving daily assignments, assuring the proper accomplishment of duties and departmental services, and explaining department policies and procedures. In addition, incumbent interacts with Purdue State staff, volunteers, members and 4-H youth

Incumbent reports directly to the Office Manager and is directly supervised by two Purdue Extension 4-H Youth Development Educators.

PHYSICAL EFFORT/WORKING ENVIRONMENT:

Incumbent performs duties in standard office environment, including sitting and walking at will, sitting for long periods, routinely lifting or carrying objects, bending, reaching, keyboarding, speaking clearly, close vision, hearing sounds/communication, and handling/grasping objects. Willingness to work in Indiana weather conditions. Incumbent occasionally works extended and evening hours and travels out of town for training but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant – 4-H Youth Development for the LaPorte County Purdue 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