



BINGHAM COUNTY

Is Recruiting for the Position of

SECRETARY—4-H PROGRAMS

April 2, 2024

Salary: Starts at \$15.58/hour - Hiring Step-DOQ/DOE
Part -time, No benefits - 19 hours per week, flexible hours
Closing date: Open Until Filled

Pay Grade: N10

FLSA Designation: Non-Exempt

Purpose of Class/Primary Function

The principal function of an employee in this class is to perform secretarial and administrative duties for 4-H and other extension programs, including providing support to faculty, staff and volunteers. The work is performed under supervision of the Extension County Chair, but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office environment, with some travel required to special events and meetings.

Essential Duties and Responsibilities (will vary by assignment)

- Provides customer service by answering telephones and greeting walk-in customers, providing information, answering inquiries, scheduling appointments, and directing inquiries to the appropriate department;
- Provides secretarial and clerical support to faculty, staff and volunteers in the 4-H program;
- Prepares correspondence, including the 4-H Fair book, memos, letters, minutes, reports, and other documents;
- Helps to maintain 4-H enrollment computer program, mailing lists, organizes and files materials;
- Assists with 4-H Fair assignments, including inventory, set-up and removal of fair projects, assistance with the shows, collection of the results;
- Assists with other projects and programs, including day camps;
- Plans and organizes special supplies or equipment needed for events and projects;
- Assists project chair in managing trophies, conducts ribbon inventory, and gathers other related supplies for the county fair;
- Uses various software applications and/or maintains a database of information;
- Assists with processing mail, runs errands, and picks up supplies as needed;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;

- Although a County employee, incumbents of this position ensure compliance with the University of Idaho policy on non-discrimination as stated in the University of Idaho Faculty Staff Handbook, Section 3170.

Other Duties and Responsibilities

- Helps to present, instructs and assist with youth educational programs as needed;
- Recruits 4-H volunteers and leaders for day camp activities and traditional clubs;
- Assists in generating publicity and promoting the 4-H program;
- Performs the tasks of the Office Manager in their absence, to include the newsletters;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- 4-H programs, including organization, curriculum and activities;
- Customer service principles, procedures, and objectives;
- Principles and procedures of financial record keeping and reporting;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications;
- English grammar, spelling, and punctuation;
- Record keeping and filing practices and procedures;
- Current office practices and procedures.

Ability to:

- Work with people in a variety of circumstances and diverse situations;
- Follow written and oral instructions;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Analyze financial data, reconcile accounts, and prepare reports;
- Maintain confidentiality of information processed or prepared;
- File and maintain complex records;
- Perform duties and responsibilities independently;
- Research information and data and prepare reports;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with fellow employees, supervisors, County administrators, and the public.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and advanced training in office practices or general business classes is preferred, and

- One (1) year of secretarial/administrative experience is required and two (2) years of municipal office or accounting experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Special Qualifications

- Idaho driver’s license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review, prepare, and evaluate documents and file them in a prescribed order, and organize and file documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 50 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.

How to Apply

A job description and the **Application** may be found on our website: www.binghamid.gov in the Human Resources section.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. The application is not complete without this page having signatures.

When you have completed the Application and have attached all the required documentation, you may submit it by fax to (208) 782-2681 or email it to: L Pope, www.lpoppe@binghamid.gov by the closing date and time.

Items that must be attached to the Application

Valid Idaho Driver’s License
Resume

If your application is not complete or doesn’t have the required documentation, you will not be considered for this job posting.