

**Richland County
Position Description**

Name:		Department:	University of Wisconsin-Extension
Position Title:	Clerical Assistant II	Pay Grade:	5
Date:	June 1998 <i>Updated April 2008</i> <i>Updated February 2014</i>	Report to:	Administrative Secretary & Office Department Head(s)

Purpose of Position

The purpose of this position is to perform clerical tasks for University of Wisconsin-Extension Services in Richland County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepares, proofreads, and maintains Cooperative Extension program area letters, reports, memos, agendas, minutes, forms, programs, newsletters, news releases, and other documents from clear copy and rough draft, in a timely manner, using word processing, spreadsheet and publishing software.
- Copies, collates, and distributes a variety of programs, newsletters, and news releases for Cooperative Extension programs, services, and partnering organizations.
- Maintains documentation and collects monies, issues receipts, and logs receipts for dues, services, registrations, and payment for plat books, soils, publications, and Pesticide Applicator Training.
- Prepares and maintains Cooperative Extension program accounts, as directed.
- Perform reception tasks including: answering telephone calls, routing calls, taking and delivering messages, greeting visitors, answering routine questions, and providing UW-Extension program information.
- Prepares and processes office-related membership enrollments, including 4-H, and corresponding reports.
- Maintains inventory of program literature, bulletins and office supplies. Orders materials and office supplies, as directed.
- Processes incoming and outgoing written, verbal, and electronic correspondence.
- Maintains and updates Richland County UW-Extension website, as well as related social media accounts, in a timely manner.
- Reserves meeting room and maintains calendar.
- Performs routine office equipment maintenance.
- Performs and supports Cooperative Extension services, including processing and shipping soil samples and testing pressure canners and lids.

Minimum Training and Experience Required to Perform Essential job Functions

At least a one-year vocational diploma in an Administrative Professional program or similar degree, with one year of experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute and tabulate data.
- Ability to work independently on assigned projects and seek supervision, as appropriate. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as computer software operating manuals, electronic mail manuals and procedures, non-routine correspondence and laws.
- Ability to communicate with the general public, volunteers, Extension Agents and other office colleagues, UW-Richland personnel, UWEX State Specialists, other county staff and other County Agents.
- Ability to analyze and apply correct grammar, punctuation, and spelling to essential duties and responsibilities.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movement such as drawing, data entry and assembling.
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch, and crawl.
- Ability to operate equipment requiring simple, periodic adjustments. Ability to move and guide material using simple tools.
- Ability to recognize and identify individual characteristics of colors, forms, sounds associated with materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date