

# GRIGGS COUNTY ASSISTANT JOB DESCRIPTION

Griggs County is offering a three-way split assistant job, open immediately. This individual will work for NDSU Extension in Griggs County, Griggs County Treasurer, and the Griggs County Road Department. You will be employed by Griggs County with a 37.5 hours per week benefitted job. Job applications can be picked up and dropped off at the Treasurer's or NDSU Extension Offices at the Courthouse or visit the county website at <https://www.griggscountynd.gov/resources/jobs> to obtain the job description and application and then send the completed application electronically to [jeff.stachler@ndsu.edu](mailto:jeff.stachler@ndsu.edu) or drop the application off to the County Treasurer's office. All application must be submitted before 4:30 PM, November 8, 2022.

## ADMINISTRATIVE ASSISTANT

### For NDSU Extension in Griggs County

**Position Description:** The administrative assistant for NDSU Extension in Griggs County serves as a support person for all Extension program areas, which include: Community Vitality, Livestock Management; Farm Business Management; Crop Management; Natural Resource Management; Family Economics; 4-H Youth Development; Human Development and Family Science; Nutrition, Food Safety and Health; and Horticulture and Forestry. The ability to be flexible, take initiative, prioritize, organize tasks, friendly disposition and work independently is crucial to success in this position, as well as excellent written and oral communication skills and computer program skills.

**Responsibilities:** The position includes, but is not limited to, the following responsibilities:

- Answer and route incoming calls, greet and direct visitors, receipt money, and answer public's questions about services available.
- Respond to client requests in a general way by providing literature or, in the case of technical requests, by referrals to Extension Specialists in absence of Extension Agent.
- Position requires proficiency in MS Office software (Word, Excel, Publisher, Outlook, and PowerPoint).
- Set-up and maintain administrative financial accounts, reports, reimbursements and vouchers.
- Data entry and maintenance of various online records using specialized programs (4-H enrollments, Pesticide Certification, ES237, PEARS, FairEntry, and more) and production of reports.
- Files and maintains educational publications, 4-H materials, and other materials. Order publications and other materials as needed.
- Design and prepare brochures and newsletters; proofread and edit materials created within the office. Prepare mailings of letters and newsletters.
- Helps plan, organize, and assist with 4-H Achievement Days, 4-H Recognition Night, and Pesticide Training and other county or district-wide events as needed. Assist with county 4-H State Fair entries.
- Maintains inventory of office supplies and equipment. Participate in regular office staff meetings to update staff calendars and determine priorities for week, month, year.
- Update and perform general maintenance of county NDSU Extension Website and other online social media platforms as needed.

### Professional Conduct, Appraisal and Development:

- Works under the direct supervision of County Extension Agent when performing Extension duties.

- Establishes and maintains effective working relationships with supervisors, staff, 4-H families, and organizations associated with the Extension office, and favorably represents Extension in contact with the public.
- Participates in Support Staff Conference and other professional development experiences, provided by NDSU Extension Service, as needed and appropriate to carry out duties.
- Will participate with County Extension Agent in an annual performance appraisal.

## **DEPUTY TREASURER**

Deputy Treasurer reports to County Treasurer. Employee is responsible to assist County Treasurer in the duties as outlined in ND Century Code. Employee will assume the County Treasurer's job duties if County Treasurer (CT) is absent or a vacancy occurs. Employee is responsible for maintaining office hours and assisting the public.

### **ESSENTIAL FUNCTIONS:**

- Assist the general public with questions regarding the CT office and taxes or other matters pertaining to the County. This should include those individuals appearing at the County office, or making inquiries by phone, mail or email.
- Assist with printing the tax statements including verification that the information is correct before mailing the statements.
- Collect taxes or other fees in the Treasurer's office, through the mail or electronically.
- Timely account for and adequately safeguard all funds collected.
- Maintain permanent records required by ND Century Code.
- Record transactions to tax program and spreadsheets. Assist with Daily Balancing of all funds and assist with preparing checks for deposit.
- Reconcile bank accounts and trace discrepancies.

### **MARGINAL FUNCTIONS:**

- Prepare reports required by state and federal regulatory officials.
- Assist in preparation and mailing of correspondence to taxpayers.
- Maintain records of all abatements and additions to tax roll.
- Assist County Treasurer in any other official duties as may be directed.

## **ROAD BOOKKEEPER**

Responsible for keeping QuickBooks updated; sending statements to townships, cities and individuals; preparing vouchers to pay bills; keeping track of budget expenditures and receipts; keeping files on construction projects, payments and receipts; correspondence and any other duties as directed by the Road Superintendent.