

**POSITION DESCRIPTION EXTENSION  
ADMINISTRATIVE SECRETARY  
WALLER COUNTY**

Position Title: Extension Administrative Secretary  
Dept./Location: Extension Office - Waller County AgriLife Extension Service  
846 6th St., Hempstead, TX 77445  
Reports To: AgriLife Extension Department Head  
Date Prepared: October 5, 2018

**I. WHAT IS THE PURPOSE OF THIS POSITION?**

The Waller County Extension Administrative Secretary is responsible for providing a variety of administrative and secretarial services for the County Extension Agent - 1890 Program and assists all Agents in providing educational information to all clientele who seek assistance. The Extension Administrative Secretary is responsible for developing a business office atmosphere. The secretary must give a feeling of goodwill on the part of the caller to the office through courteous treatment and efficient service.

The Administrative Secretary must have a personal interest in the success of the Texas Extension Service program in the county and willingly accepts responsibility for working with all Extension agents to insure the success of programs.

The responsibilities of the Extension Administrative Secretary should be performed in a professional manner through coordination and cooperation with the entire County Extension Staff. This position is supervised by the Extension County Coordinator for Waller County who is employed by the Texas A&M AgriLife Extension Service.

Handles and coordinates assigned events and duties for the following but not limited too:

**MAJOR STOCK SHOWS & VALIDATIONS (June - March)**

State Fair, Heart of Texas Fair, Fort Worth Stock Show, Houston Livestock Show, Austin Star of Texas, San Antonio Stock Show, San Angelo Stock Show,

1. Ordering of animal tags & collection of monies (pigs, broilers, lamb, goat & steers, heifers)
2. Validation paperwork & assisting during validations (afternoons & evening)
3. Sending out correspondence of upcoming deadlines of tag orders, validation tag-in and entry forms due to Extension Office.
4. Taking in entry forms for each individual show & collection of monies
5. Input of entries to an online entry system for each individual show
6. Filling out summary sheets and calculating monies to then be mailed off by return receipt

Texas A&M AgriLife Extension Service  
846 6<sup>th</sup> Street | Hempstead, Texas 77445

Tel. 979-826-7651 | Fax. 979-826-7654 | Waller.agriLife.org

7. Sorting through and stuffing packets for 4-H exhibitors: Exhibitor passes, parking passes, tie-outs, trim chutes & etc.
8. Mailing correspondence to all schools for 4-H exhibitors to be exempt from school on assigned show dates.

### **Other Events & Duties during the year:**

#### **Agriculture/FCS**

Ag Day  
Safety Day  
Fruit & Nut Tree Sale  
Open House  
Pecan Sales  
CEU classes  
Private Applicator Pesticide class  
WCF Creative Living judges

#### **4-H**

County Round-up  
4-H Judging Contests  
Recordbooks  
Scholarship for 4-H Seniors  
Award Interviews  
4-H Connect  
Calf Scramble for Major Show  
Eligibility forms

**Extended Hours** - Major Show entry, Validations or Major events

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Administrative**

Maintains all inventories, records, Office equipment and supplies for the Texas A&M AgriLife Extension and Prairie View Cooperative Extension Programs.

Works with Texas A&M AgriLife Extension Service computer specialist when taking repairs by telephone and is capable of making minor repairs and some phases of computer programming.

Takes responsibility for maintaining the copy machine and all other office equipment supplied and general up to date maintenance.

Maintains daily calendar and monthly schedules of agents.

### **2. Reports and Expense Accounts**

Prepares requisitions and orders office supplies and materials.

**Is responsible for helping Extension Committee Treasurers keep accurate up-to- date bank account records and mail statements for:** Extension Program Council Committee, Extension Beef & Forage, and others if needed.

**Must keep and maintain accurate records and monies received in the Extension Office for:** Major Livestock Shows (Dallas, Waco, Fort Worth, San Antonio, San Angelo, Houston & Austin), Swine, Lamb, Goat, Heifer, & Steer Validations, Broiler & Turkey orders, Pesticide booklets and class registration, any type of fundraiser and Workshops developed by any Extension group. Helps maintain the budget records for the Waller County Extension Office.

3. **Receptionist - Public Relations**

Opens office on time and remains on duty throughout office hours. Sees that office is neat and orderly in appearance.

Directs visitors to the appropriate Agent or information source. Knows the interrelationship of the AgriLife Extension Service and Prairie View Cooperative Extension Program with other Federal and State agencies and local associations and organizations to the extent that office callers can be directed to the proper agencies, associations, or organizations.

Supplies information to callers, if possible or needed; keeps records of callers if follow-up is needed. Knows the whereabouts of the agents and expected time of return to office, as well as where agents can be reached for emergencies.

4. **Incoming and Outgoing Mail**

Maintains postage with Stamps.com, corresponds with District Office in regards to adding postage to County account. Takes daily mail to the post office. Designated mail clerk.

Sorts incoming mail and distributes mail to agents, assembles information needed to answer letters and attaches any pertinent previous correspondence.

5. **Letters, Memoranda, Reports, and Other Materials**

Types, copies, collates newsletters, scripts, agendas, etc. for all Agent events.

Uses approved correspondence style, prepares correct number of copies, proofreads, and properly arranges all copies for signature. Sets up priority for jobs, if possible. Otherwise checks with agents regarding priorities.

6. **Form Letters**

Produces envelopes from accurate mailing lists. Stuffs newsletters and any necessary enclosures.

7. **Publications, Office Records and Files**

Keeps records of itineraries, appointments, and places of meetings and tours. Maintains a calendar of state, district, and county events, including dates of visits from Extension Headquarters Personnel, dates of state and district Extension Conferences, meeting to be attended by Agents, and the schedule of farm organizational meetings.

Keeps files current by continuously weeding according to instructions in Uniform Filing Guide and with the concurrence of the Agents.

8. **Mailing Lists**

Maintains the official mailing lists desired by the various agents. Determines that addresses are complete and correct and that they are revised annually in accordance with requirements of the State Office.

The Secretary must maintain and keep accurate mailing lists to include address and/or telephone numbers for the following commodity groups: Beef & Forage, Extension Program Committee, , 4-H Enrollments, 4-H Club Managers, Ag Day, FCS, Major Show & Validation notifications.

9. **Office Conferences**

Attends office staff conference in order to be informed on all phases of Extension programs and events. Alternates with the other secretary in taking minutes or preparing agenda of biweekly staff conferences and reporting results. Submits biweekly conference report to the District Office.

**III. DESCRIBE SPECIFIC DUTIES PERFORMED**

All of the above duties are essential and become the responsibility of the secretary to perform these functions in the Extension Office. The loss of any of these duties would affect the main responsibilities of the Secretary and the effectiveness of this office.

Some of the most important duties that must be maintained on a daily basis are:

- a. Proficient and knowledgeable in computer skills - Windows, Adobe, Microsoft, Internet, Outlook, Publisher, Word Press
- b. Possess excellent communication and telephone skills.
- c. Strong knowledge of English usage, spelling, grammar, punctuation and math.
- d. Knowledge of current office practices, procedures, systems, equipment and machines.
- e. Willing to learn Extension subject matter found in office unless otherwise instructed differently by Agent.
- f. Follow the policy and procedure handbooks of Waller County and the Texas A&M AgriLife Extension Service.
- g. Carry out all duties and responsibilities in the absence of supervisors.
- h. Should maintain physical condition to perform assigned duties and effectively handle work environment and conditions (typing for extended periods of time; lifting and carrying light material; exposure to computer screens).
- i. Ability to establish and maintain effective working relationships with superiors and associates and to effectively convey information to high levels of the general public and special group contacts.

**IV. CONTACTS AND WORKING RELATIONSHIPS**

A. Internal

- |                       |                        |                       |
|-----------------------|------------------------|-----------------------|
| 1. Fair Office        | General Information    | Phone or Office Visit |
| 2. Treasurer's Office | General Employee Info. | Phone or Office Visit |

B. External

- |   |                           |                       |
|---|---------------------------|-----------------------|
| 1. General Public                           | Info to solve problem     | Phone/Office/Written  |
| 2. Comm. Org.                               | Info on comm. improvement | Phone or Office Visit |
| 3. 4-H'ers & Leaders                        | Project Info & club org.  | Phone/Office/Meeting  |
| 4. Ext. Organized Groups                    | Organization Structure    | Phone/Office/Meeting  |
| 5. Hempstead, Royal, Waller ISD 4-H related |                           | Phone/Written Message |

**V. FINANCIAL RESPONSIBILITIES**

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|--------------------------------|--------------------------|------------------------|
| 1. Purchase orders             | For office supplies      | \$4,000/year           |
| 2. Pesticide Training Booklets | Collection & Re-ordering | \$300-\$500/year       |
| 3. 4-H Major Show Entry Fees   | Collection & Record      | \$10,000-\$15,000/year |
| 4. Educational Programs        | Charge Fee for Services  | \$2,000-\$5,000/year   |
| 5. Major Show Tags             | Collection & Record      | \$5,000-\$8,000/year   |

To apply for this position, please submit application, resume and cover letter by November 28, 2018 to:

Stacie Villarreal  
846 6<sup>th</sup> St.  
Hempstead, TX 77445  
or by email at [stacie.villarreal@ag.tamu.edu](mailto:stacie.villarreal@ag.tamu.edu)

For questions concerning this position, please contact:  
Stacie Villarreal at 979-826-7651 or [Stacie.villarreal@ag.tamu.edu](mailto:Stacie.villarreal@ag.tamu.edu)