



2017

Pipestone County

Position: Seasonal Program Assistant

Department: Extension

Classification: Seasonal position covered under the Pipestone County Personnel Policy. FLSA non-exempt.

Nature of Work:

Position provides support to the Extension Department staff in delivering youth summer activity programs. Position may involve some evening and weekend duties. Work is performed under the direct supervision of the Extension personnel and Office Manager and is reviewed in progress and upon completion.

Authority: Hired by the local Extension personnel with County Board approval. Subject to a criminal background check, driving record check and the 4-H volunteer screening process after a conditional job offer.

Legislative Requirements: None

Relationships: Receives instructions and reports orally to the Extension personnel/Office Manager on a daily basis or as required.

Basic Qualifications:

HS diploma/GED.

Previous experience using office equipment and computer software/technology required (Word, Excel, PowerPoint preferred).

4-H agricultural background as a member/volunteer required.

Valid driver's license required.

Effective oral and written communication skills required.

Preference for minimum of one year post-secondary education or work experience and previous experience with livestock.

Ability to establish and maintain effective working relationships with program participants, other Extension staff and the public.

Specific Duties/Responsibilities: Includes, but not limited to the following:

Essential Duties:

- Performs clerical duties in the office, including word processing, data entry, preparing correspondence, makes posters, makes copies, faxes, files, assembles information for distribution, prepares mailings.
- County Fair activities: Assists with pen set up and clean up, assists at General Project Judging Day (record keeping, registration, setting up displays), takes pictures, performs varied errands as required.
- Assists with youth event registration and planning meetings and a livestock judging contest, gathers necessary forms.
- Organizes project meetings – arranges presenters, schedules meeting places, advertises, registers participants.
- Assists with youth day and/or resident camps – advertises, schedules, registers participants.
- Answers telephone, takes messages or provides information as directed.

Additional Duties

- Performs other related duties as assigned.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

Physical requirements: In a typical 8-hour day this person sits 6 hours, walks 1 hour and stands 1 hour. Work during the County Fair will require considerably more walking and standing. Notable physical demands include: (1) occasional carrying/lifting of up to 30 lbs., squatting, crouching, kneeling, pushing/pulling; (2) simple grasping/fine manipulation with both hands; (3) frequent work with office machines at waist and chest height; (4) frequent need to hear normal conversation, see with far acuity and full field of vision; (5) continuous need to see with near acuity. Ability to work in an office with a wide variety of responsibilities with many varied deadlines. Work involves proximity to animals for judging practices and contests, workshops and county fair competition. Position involves operation of motor vehicle to run errands and make deliveries.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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