

# Grand Forks County NDSU Extension is accepting applications for a **Administrative Assistant**

Starting Hourly Rate: **\$16.54** | Paid Semi-Monthly

Grand Forks County is an Equal Opportunity Employer

## HOW TO APPLY

**A Grand Forks County application must be completed and submitted with a cover letter and resume.**

### Applications may be obtained from:

Grand Forks County, Human Resources  
151 South 4<sup>th</sup> Street, 1<sup>st</sup> Floor  
Grand Forks, ND 58201

or at [www.gfcounty.nd.gov](http://www.gfcounty.nd.gov)

**DEADLINE TO APPLY: Wednesday, September 18, 2019, by 5:00 pm.**

Applicants seeking Veteran's Preference must submit form DD214 with their application. The top 5-10 candidates will be granted an interview.

**Selection Process:** Prospective employees will undergo a thorough background investigation.

**Reasonable Accommodations:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

## ABOUT THE POSITION

This position is responsible for a variety of accounting, clerical, program communication, marketing, and social media functions in support of the NDSU Extension Grand Forks County office.

### Typical Duties and Responsibilities:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.*

- Serve as the key support person for the 4-H Youth Development, Family and Community Wellness, Family Nutrition and EFNEP programs.
- Performs receptionist duties, answers phones, routes calls, answers public inquiries about services available, takes registrations for programs.
- Types and designs general correspondence, information sheets, direct mailings, newsletters, and brochures. Develops marketing and program materials. Proofreads copy for spelling, grammar, and layout making appropriate changes. Responsible for accuracy and clarity of final copy.
- Organizes and prioritizes large volumes of information.

- Works independently and within a team on special and ongoing projects. Acts as a coordinator for special projects at the request of the office staff.
- Provides backup for other department staff as needed.
- Attend bi-annual workshops and updates on new and current programs used in the NDSU Extension office.
- Supports the programs in maintenance of financial records, filing of expense reports, & travel reports.
- Manages and publishes staff provided information to social media accounts.
- Distribute daily mail, post and deliver outgoing mail.
- Other duties as assigned

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Associate or Vocational degree or 2 years of post-High School training in Office Administration, Marketing, or related field.

**Experience:** 1-2 years of office experience or any combination of equivalent education and experience.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **KNOWLEDGE OF:**

- Essential office software: Word, Excel, Outlook, Publisher, Access, Adobe Photoshop, Adobe Acrobat Pro
- Routine clerical support procedures and basic office equipment operation
- Basic bookkeeping
- Online database management
- Quicken or QuickBooks software; preferred
- Social media account administration: Facebook, Twitter; preferred
- Website editing; preferred

### **SKILLS OF:**

- Technical Capacity
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration Skills
- Flexibility
- Must be organized

#### ABILITY TO:

- Operate computer and other office equipment, such as multi-line telephone, scanner, copier/fax, laminator, printers
- Communicate clearly and concisely, both verbally and in writing
- Respond to requests from the general public
- Establish and maintain effective working relationships with co-workers and general public
- Handle varying and often busy, stressful situations
- Research complex requests

#### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### PHYSICAL ABILITIES:

- Sitting, speaking, hearing, using hands and /or fingers for repetitive motion
- Occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting
- Standard vision requirements
- Lift, hold, and carry objects weighing up to 25 pounds

#### WORKING ENVIRONMENT:

- The work environment is generally a typical office setting, occasional performance of duties in an outdoor setting during events.

#### SUPERVISOR RESPONSIBILITIES

No supervisory responsibilities.

### GRAND FORKS COUNTY BENEFITS

**Retirement:** Grand Forks County participates in the North Dakota Public Employees Retirement System (NDPERS) at the rate of 15.26% of your gross salary. Grand Forks County's required contribution is 7.12%. Employees' required contribution is 7%; however, Grand Forks County pays 5% of the 7%, leaving 2% required to be paid by the employee.

**Retiree Health Coverage:** Grand Forks County contributes 1.14% of your gross salary towards the Retiree Health Insurance Credit.

**Deferred Compensation Program:** Employees may also defer a portion of their salary into a 457 plan.

**Vacation Leave:** Full-time, regular employees accrue 8 hours of vacation per month, for the first 3 years of employment.

**Sick Leave:** Full-time, regular employees accrue 8 hours of sick leave per month.

**Personal Leave:** After 12 months of service, eligible employees will receive two (2) floating holidays each year.

**Holidays:** Twelve (12) paid holidays (paid at 8 hours) per year.

**Group Health Insurance:** Grand Forks County participates in the Blue Saver 100 2700 plan through Blue Cross Blue Shield of North Dakota with a Health Reimbursement Arrangement attached to the health plan.

**Dental Plan:** Coverage is available for employees and dependents, including orthodontic services for dependent children under age 19. Employee pays 100% of premium costs.

**Vision Care:** Coverage is available for employees and dependents. Employee pays 100% of premium costs.

**Life Insurance:** Grand Forks County provides \$7,000.00 of term life insurance.

**Pay Days:** All employees are paid twice monthly, on or before the 15<sup>th</sup> and the last working day of the month.

**Direct Deposit:** All Grand Forks County employees are required to participate in direct deposit.

**Discounts:** Employees of Grand Forks County are offered discounts at Verizon Wireless and AT&T and reduced membership fees at Choice Health & Fitness and YMCA.