

Grand Forks County NDSU Extension is accepting applications for a **Office Administrator**

Starting Hourly Rate: **\$18.58** | 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 4th Street, 1st Floor
Grand Forks, ND 58201

or at www.gfcounty.nd.gov

DEADLINE TO APPLY: Thursday, September 19, 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

The purpose of this position is to provide office management and administrative support to the Extension county coordinator and Extension agents, and provide supervision to other support staff.

Provide administrative support for the Extension county coordinator and the Extension agents in the agriculture, horticulture and parenting resources area. Edit correspondence and publications; design and prepare brochures, newsletters and other education materials. Prepare bulk mailings of informational material.

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.

- Supervise and assist in training of office support staff.
- Responsible for assigned accounts payable and receivable and work with Extension Office county coordinator to develop, manage, and monitor office budget.
- Grant management; pay invoices and prepare monthly financial reports.

- Process paperwork and reports for pesticide certification. Monitor written exams.
- Design, update and perform general maintenance of the web site for NDSU Extension in Grand Forks County.
- Provide technical support for the Interactive Video Network and other equipment associated with video-conferencing. Maintain schedule of the video-conferencing equipment and room with Extension staff and outside users.
- Prepare minutes from the Extension office staff meetings.
- Maintain and order office supplies and materials.
- Maintain office equipment and office space.
- Complete annual inventory of county and state property.
- Manage meeting schedule and activities in the office meeting rooms.
- Answer and route incoming phone calls. Greet, direct, inform and assist visitors.
- Update and maintain administrative records and reports such as Civil Rights compliance and Records Disposal Report. Generate other reports as needed or requested.
- Perform other duties as assigned or apparent.

MARGINAL FUNCTIONS:

- Open incoming mail and handle appropriately. Post and deliver outgoing mail. Maintain mailing lists.
- Set up and maintain department files.
- Verify and complete travel and expense vouchers.

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: Associates or vocational degree in business or related.

Experience: and 3 years of related 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, SKILLS and ABILITIES:

- Essential office software: Word, Excel, Outlook, Publisher, Access, Adobe Photoshop, Adobe Acrobat Pro
- Routine clerical support procedures and basic office equipment operation
- Account receiving and payable processing
- Quicken or QuickBooks software; preferred
- Knowledge of budgets and grants
- Online database management
- Social media account administration: Facebook, Twitter; preferred

- Website editing; preferred
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration Skills
- Flexibility
- Must be organized
- 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:

Ordinary physical exertion, light physical effort such as sitting, standing or walking while performing work for sustained periods. Some skill, adeptness, and speed in finger-hand-arm coordination such as operating office equipment. Occasional light lifting. 10 to 25 pounds.

WORKING ENVIRONMENT:

Ideal working conditions; not normally exposed to unusual environmental work elements.

HAZARDS:

Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has variations in daily assignments or change in work pace and timeliness for end product.

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 15th 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.