

Job Description
Zavala County Extension Secretary/Administrative Assistant

Summary of Position

Performs administrative duties and clerical tasks for the Zavala County Extension Office.

Organizational Relationships

Reports to: County Extension Agent-ANR/County Coordinator

Essential Duties and Responsibilities includes the following. Other duties may be assigned.

- Answers telephones, including transferring calls and taking messages
- Performs administrative duties such as sorting and distributing mail, word processing, maintaining office calendar, typing, copying, and faxing documents
- Greets visitors and handles routine inquiries and refers to appropriate agent
- Keeps track of county office budget as directed by the Extension Agent
- Assist in organization of, and participates in, offsite Extension activities other activities as deemed appropriate by agents. Maintains records at events, including itineraries, agendas and sign-up sheets.
- Maintains the Zavala County Extension Webpage and other Extension Social Media outlets as needed

Minimum Qualifications

- High School graduation or equivalent, plus one year of general administrative experience
- Excellent written and oral communication skills. Ability to read and interpret manuals, letters and memos, and policies and procedures.

Certificates and Licenses Required

Appropriate valid Texas driver's license