

**Job Title:** Office Secretary  
**Department:** County Extension Office  
**FLSA:** Non-Exempt  
**Reports:** County Agent

**Job Summary:**

An employee in this class is responsible for overseeing the performance of a variety of clerical and administrative duties, including but not limited to assisting the County Agent. Under direct supervision of the County Agent, a person in this position will also serve as the first point of contact for citizens coming into the office and phone calls. The incumbent will also be required to manage other duties as they are assigned.

**Major Responsibilities:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.*

- Accepting Ag samples, coding samples, sending to UGA.
- Answers telephone, takes and relays messages and gives information to the general public.
- Preparing monthly and quarterly reports sent to the District Office.
- Receives monies and writes receipts.
- Have knowledge of QuickBooks reports.
- Management of accounts/ deposits etc...
- Checking mail daily at Post Office.
- Preparing newsletters.
- Keep office supplies in stock.

**Desired Knowledge, Skills and Abilities:**

- Knowledge of general office procedures.
- Working knowledge of computer programs and software.
- Effective written and oral communication skills.
- Skill in the use of office machines.
- Proficiency in arithmetic computations with speed and accuracy.
- Ability to deal tactfully and positively with other employees and the general public.

**Minimum Education and Experience:**

- 21 years of age
- High school diploma
- Possession of a valid State of Georgia Class I motor vehicle operator's license