



**Texas AgriLife Extension Service
Liberty County Department**

501 Palmer Street
Liberty, TX 77575
(936) 334-3230

Job Opening: Administrative Assistant, Part-Time
Hours: 24 hours per week
Salary: \$19,000
Supervisor: Jason A. Bowen, Department Head/County Coordinator

Position Purpose:

The Liberty County AgriLife Extension Administrative Assistant is responsible for providing a variety of administrative and secretarial services for the County Extension Agents and assists in providing educational information to all clientele who seek assistance. The Administrative Assistant is responsible for developing a business office atmosphere and must provide a feeling of goodwill to clientele through courteous communication, treatment, and efficient service.

The Administrative Assistant must have a personal interest in the success of the Texas A&M AgriLife Extension Service program in the county and willingly accepts responsibility for working with Extension agent(s) and assistants to ensure the success of programs.

General Description of Job Duties:

- Communicate with Office Manager and County Coordinator to maintain front office coverage during office hours. Sees that office is neat and orderly in appearance.
- Directs visitors to the appropriate Agent, Program Assistant or information source.
- Knows the interrelationship of the Texas A&M AgriLife Extension Service and Cooperative Extension Program as well as other Federal and State agencies and local associations and organizations to the extent that clientele may be directed to the proper agency.
- Provides information to clientele, if possible or needed; keeps record of callers for appropriate follow-up as needed.
- Assist with monitoring agent and staff schedules to identify their whereabouts and expected time of return, as well as where agents can be reached for emergencies.
- Assist Office Manager in maintaining all current copies of county policies and handbooks, inventories, records, office equipment and supplies for the Texas A&M AgriLife Extension in Liberty County.
- Manages and updates Liberty County website and assists with updating social media platforms.
- Attend office staff conference to be informed on all phases of Extension programs and events.
- Knowledge of current office practices, procedures, systems, equipment and machines.
- Willing to familiarize yourself with pertinent subject matter (agriculture, health, 4-H, community development, etc.) resources and program opportunities.
- Responsible for maintaining proper documentation related to central filing system and for civil rights and affirmative action compliance.

- Work schedule must be approved by County Coordinator during weekly office conference if possible. All leave requests must be made at least 48 hours in advance unless otherwise authorized by the supervisor.
- An employee who must be absent from duty due to illness or injury should notify the supervisor or have the supervisor notified at the earliest possible time. The employee must also notify his or her supervisor of the expected date of return.
- Acknowledge and follow all rules and policies in the Liberty County Employee Handbook as well as the Texas A&M AgriLife Extension Policies and Procedures.

Required Job Related Skills

- High School Diploma (or its equivalent)
- Professional attitude and appearance.
- Proficient communication and telephone skills as well as solid written, verbal communication and organizational skills.
- Proficient and knowledgeable in computer skills - Windows, Microsoft Office Suite, Adobe Acrobat, Canva, etc.
- Prefer bi-lingual, English/Spanish

*Position Applications may be obtained from Liberty County website, the AgriLife Extension Office or from the County Treasurer's Office located at 1901 Cos Street, Liberty, TX.

***Submit only original applications, resume and optional cover letter to the AgriLife Extension Office located at 501 Palmer St. in Liberty, TX.**