

## **County Extension Office Coordinator**

### **Job Description**

I. Title: Secretary/Coordinator, Bailey County Extension Office

II. Nature and Scope

The secretary of the county Extension office works under the direct supervision of the county Extension agents to whom the secretary is assigned. The county Extension office is a business office. It is the responsibility of the secretary/coordinator to maintain a business atmosphere while extending a friendly, efficient, and welcoming office.

III. Duties and responsibilities:

1. Opens office on time
2. Maintains the office in a neat and orderly appearance
3. Directs Visitors and Callers to the appropriate agent or information source.
4. Handles all incoming and outgoing mail; Disperses it to the appropriate agent or department.
5. Maintains detailed mailing, email, and phone lists and keeps them updated.
6. Prepares mailouts, emails, circular letters, and any necessary enclosures.
7. Files and Codes materials
8. Keeps records of expenditures.
9. Assists Agents in assembling, compiling, and submitting reports by reported deadlines.
10. Maintains a detailed calendar of meetings, conferences, and deadlines for reports. This includes State and County events, as well as itineraries and appointments within the local office.
11. Keeps an accurate inventory of equipment and supplies. Consults with agents on needs and order supplies.
12. Works closely with the Bailey County Stock Show Participants and Board
13. Works closely with the Bailey County 4-H Program Participants
14. Works closely with the Bailey County Senior Citizens Center
15. Assists with outside-of-office additional community work.
16. All other duties as assigned

IV. This office is an extension of the Texas Agricultural Extension Service, Texas A&M University, and the United States Department of Agriculture.

A person must:

1. Learn the interrelationship of the Agriculture Extension Service with the Federal and State agencies and the local associations and Organizations.
2. Codes materials and files regularly according to the Uniform Filing System of the Agriculture Extension Service.


3. Keeps informed on the Equal Employment Opportunity Program of Texas Agriculture Extension Service.
4. Maintains up-to-date personnel list of all Extension State and County office professional staff members and lists of Texas A&M University staff.
5. Maintains a list of agencies, associations, organizations, and commercial firms as required by the county office.

V. Requirements of Work

1. Graduation from a standard high school or any equivalent
2. General clerical, computer, phone answering, copying, and typing work
3. A combination of experience and training that provides knowledge, abilities, and skills as follows:
  - a. Knowledge of business. Possession of a good vocabulary, including acquaintance with technical terms relating to the field of assignment.
  - b. Knowledge of modern office practices, procedures, systems, equipment, and machines.
  - c. Ability to establish and maintain effective working relationships with superiors and associates.
  - d. Effectively convey information to the general public and special groups.
  - e. Is neat and well-groomed to create a favorable impression on the office.
  - f. Able to multitask on multiple projects
  - g. Applicant must be willing to complete a Criminal History and Background Check.
4. Working Conditions
  - a. Applicant must be able to lift a minimum of 50 lbs. frequently
  - b. Applicant will be exposed to outdoor weather conditions
  - c. Applicant will be working with Show Animals
  - d. Applicant will need to be able to walk short distances multiple times daily
  - e. Applicant must have a valid driver's license
  - f. Applicant must be able to travel and stay overnight at multiple destinations

Update on October 1, 2025

Agreed upon by:



Bailey County Judge



Bailey County Extension Officer