



NATRONA COUNTY JOB DESCRIPTION

TITLE: Receptionist / Float Admin. Assistant – UW Extension Program	EMPLOYMENT STATUS: <div style="border: 1px solid black; padding: 2px; display: inline-block;">AT-WILL EMPLOYEE</div> FLSA Non-exempt / Permanent Part-time Employee Regular hours worked – 30/month
DEPARTMENT: UW Extension/ Natrona County	
SUPERVISOR: Extension County Coordinator	
Revised: 07/21/2020 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

SUMMARY:

Receptionist / Float Administrative Assistant assist County Coordinator, clients, and other staff by handling incoming inquiries and covering other Administrative Assistants when they are on leave as directed by the County Extension Coordinator.

- ESSENTIAL FUNCTIONS:**
1. Greet and assist office visitors, Participants, Educators, and Volunteers.
 2. Answer phone and assist callers.
 3. Operate computer; use a variety of software including, but not limited to, Access, Excel, Word, and Pesticide program. Use social media to promote Programs when Program Associate not available.
 4. File correspondence, Program materials, and other documents. Maintain USDA level confidentiality of client information.
 5. Provide coverage to other Administrative Assistant roles while they are on leave as directed by the County Extension Coordinator.
 6. Maintain databases; maintain contact lists and Participant information in a confidential manner.
 7. Understand and follow instructions and both Natrona County and UW policies.

- NONESSENTIAL FUNCTIONS:**
1. Promote effective communication between Educators, Participants, Volunteers, and other entities.
 2. Maintain calendar for workload, room use, vehicle use, and Programs.
 3. Receive and distribute mail and process outgoing mail.
 4. Receive and process mail, and room use requests when needed.
 5. Maintain workspace and materials in a professional manner.
 6. Identify and refer office maintenance needs and repairs to the Extension Coordinator.

WORKING CONDITIONS:

Office within Natrona County University of Wyoming Agriculture Resource and Learning Center with approximately 9-13 employees and typical office furnishings and equipment; on-site visits to a variety of locations; intermittent busy and loud environment both inside



and outside; communication via phone, electronically, and in person; interaction with hundreds of youth, parents, and volunteers; regular interaction with UW Extension peers, vendors, and other entities; work near animals; work near a variety of Programs; off-site training.

PHYSICAL & MENTAL DEMANDS:

1. Approximately 80% of the time, remain in a primarily stationary position operating a computer, printer, scanner, telephone, and other office equipment.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Access and move Program materials from storage areas to Program locations which include onsite, offsite, inside, and outside locations.
4. Establish priorities based on tasks and projects assigned by Educators.
5. Exchange information and explain policies and procedures.
6. Implement and maintain electronic and physical filing systems, so Educators can access Program materials and other Office resources.
7. Meet deadlines; solve problems independently and/or with others to meet deadlines.