

# Glasscock County Extension Office Administrative Assistant

## Essential Duties

**Glasscock County Duties - Being a full-time employee of the county, you will be expected to perform duties for the Judge's office as needed.**

- Make sure all bills are taken to the Treasurer's office before the 2<sup>nd</sup> Monday of each Month (commissioners court) to ensure bills are paid on time.
- Report time cards to the county judge's office
- Keep notary license updated
- Keep track of department budget
- Handle all Community Center and Senior Citizen rentals
- Plan monthly Senior Citizen gatherings
- Coordinate Community Wide Events

### **Clerical Work**

- Answer all office phone calls and respond to voicemails
  - Obtain as much information as possible
- Check PO Box daily
  - Prepare and request postage. Order stamps as needed. Make sure all outgoing mail has the required postage.
- Keep track of all physical and electronic files
- Order office supplies as needed
- Schedule office maintenance through the County Judge's Office
- Post Event Flyers
  - Annex
  - Bank
  - Post Office
  - Community Center

### **AgriLife Extension**

- Collect fees for programs
  - Report cost recovery for all fee-based programs
- Report CEU's to the TDA
  - Keep track of each farmer's CEU hours
- Weather Data
- Crop Trial Data
- Annual IPM Report Book for Glasscock, Reagan, and Upton Counties
  - Mail out IPM Newsletters
- Annual Inventory
  - AgriLife
  - IPM
- Annual assist in filing IRS e-postcard for the 4-H club and Adult Leaders Association
- Annual assist in chartering the 4-H Club and Adult Leaders Association
- Assist in completing Annual FY report

- Assist in helping complete Annual CB-5 report
- Work with the IPM Agent and scouts to ensure that all hiring, payroll and business is completed accordingly

#### **4-H Duties**

- Assist families with 4-H event registrations and club enrollment
- Assist parents with any questions they may have
- Assist in ordering awards for the Annual 4-H Banquet
- Print major livestock show entry sheets before signup, email out prior, assist in packaging up and sending off appropriately
- Collect and disperse stock show passes
- Livestock Validation
  - Assist Agents with paperwork and samples before mailing them to the state validation committees by all deadlines

#### **Halloween Carnival**

- Collect Adult Leader dues if needed
- Provide Adult Leaders with lists of Intermediate and Senior 4-H members on Oct. 1 for work list

#### **GCJLA Duties**

- **Dove Hunt**
  - Mail out all dove hunt invitations
  - Assist in receiving dove hunt RSVP's
  - Post Flyers
  - Receive all donations and disperse to GCJLS Finance Committee
  - Collect auction and raffle items
- **County Show**
  - Assist in the dispersal of all county coordination packets
  - Post flyers
  - Order supplies for county show
  - Receive all donations and disperse to GCJLS Finance Committee
  - Keep records once county show has commenced
  - Assist in receiving thank you letters from exhibitors and disperse accordingly