**STAFF ASSISTANT POSITION DESCRIPTION**  
**Position No. 0123456**

List this job’s *key responsibilities* in order of importance. Note: Additional copies of this page may be attached if more space is needed. Most jobs have three to five major responsibilities. Please specify the approximate percentage of time spent on each. Major job responsibilities are typically only one or two words.

| Major Job Responsibility | Essential Functions & Job Standards:  
(Following are examples) | Competencies/Skills: | Percent of Time |
|---------------------------|--------------------------------------------------|---------------------|-----------------|
| 1 Office Management | - Organize and maintain office filing system  
- Visit post office for daily pickup and delivery of mail  
- Set up/take down/cleanup before and after meetings  
- Open/date/distribute agent’s mail daily  
- Prepare and distribute daily correspondence  
- Order and manage office supplies  
- Maintain postage meter machine (updates and postage)  
- Compose minutes of county staff meetings  
- Prepare meeting sign-in sheets  
- Keep affirmative action files up-to-date  
- Arrange/file/maintain UK publications  
- Maintain an organized desk, reception and work area  
- Assist agents with meal/location arrangements for meetings | Planning and organizing, cleanliness, skilled in use of office equipment, able to travel to sites outside the office, able to lift an average of 25 pounds. | 20% |

| 2 Customer Service | Prepare rootstock/strawberries for sale  
Greet clientele  
Answer phones/take and relay messages  
Answer questions about upcoming events/activities  
Maintain and schedule meeting room calendar  
Sign up clientele for programs/activities and collect fees as needed  
Provide informational materials/copies as requested  
Be aware of agent’s daily work schedules & provide to clientele | Courteous and responsive to the public, organizational skills, able to keep track of multiple tasks simultaneously, broad understanding of information available in the Extension Office and community resources. | 20% |
3 **Major Job Responsibility:** Record Keeping

**Essential Functions & Job Standards:**
*(Following are examples)*
- Reconciliation of bank account
- Work with budget contact agent to do county/state/federal budget reports
- Process bills and prepare for treasurer
- Maintain computer records for Extension budget
- Assist staff with travel expense reports and prepare/send to District Director
- Prepare and mail support staff time sheets
- Handle monies, receipts and deposits according to UK money handling procedures

**Competencies/Skills:**
*(Example)* Dependability and attention to detail, organizational skills, basic accounting skills, skills for completing/maintaining computer records as needed, knowledge of UK money handling procedures.

**Percent of Time:** 15%

4 **Major Job Responsibility:** Computer Skills

**Essential Functions & Job Standards:**
*(Following are examples)*
- Prepare and distribute daily email correspondence
- Update and maintain mailing databases; utilize Satori mailing software
- Maintain membership lists for Cattlemen’s Association, Extension Homemakers clubs, 4-H membership, and other clientele groups
- Update and maintain webpage
- Flyers – prepare/design
- Newsletters – prepare/design/distribute
- Prepare and manage computer documents and data

**Competencies/Skills:**
*(Example)* Maintain professional knowledge of computer software as needed, creativity, organizational skills, knowledge of proper English and grammar, knowledge of public notification requirements.

**Percent of Time:** 15%

5 **Major Job Responsibility:** Professionalism

**Essential Functions & Job Standards:**
*(Following are examples)*
- Attend in-service trainings as needed
- Participate in support staff organization
- Courteously and promptly handles customer requests
- Maintains an organized work area
- Dresses appropriately for office work
- Exhibits an enthusiastic and positive attitude toward job responsibilities and clientele
- Is reliable and honors commitments to the job
- Keeps non-work related activities to a minimum
- Is punctual in reporting to work and maintaining regular work hours
- Completed assignments are professional in appearance
- Cooperates with customers and peers
<table>
<thead>
<tr>
<th>Competencies/Skills:</th>
<th>(Example) Willingness and ability to learn new skills as needed.</th>
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<tbody>
<tr>
<td>Percent of Time:</td>
<td>15%</td>
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<thead>
<tr>
<th>6 Major Job Responsibility:</th>
<th>Program Support</th>
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<tbody>
<tr>
<td>Essential Functions &amp; Job Standards:</td>
<td>(Following are examples)</td>
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<tr>
<td></td>
<td>• Prepare materials for agent training sessions</td>
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<td>• Copy and assemble Homemaker leader training material packets</td>
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<td>• Process background checks on adults working with 4-H</td>
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<td>• Handle CPH tags</td>
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<td>• Phase I – Work with contact agents and County Ag. Development Council to prepare reports for GOAP</td>
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<td>• Phase I – Prepare invoices and send to program administrator</td>
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<td>• Assist clientele with Phase I program questions and applications</td>
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<td>• Assist clientele with soil test samples, log into SoilData program, receive and prepare for agent’s recommendations</td>
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<td>• Assist clientele with plant disease samples, weed ID samples, insect ID samples, or other ID samples</td>
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<td>• Prepare pesticide certification cards for clientele using PATIM computer program</td>
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<td>• Assist youth with 4-H camp applications, prepare and assemble camp packets for youth</td>
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<td>• Assist agents with special programs such as Farm, Home &amp; Garden Exp, Field Days, 4-H events, County Fair, Livestock Shows, Floral Hall exhibits</td>
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<td>• Assist in maintenance of volunteer files</td>
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<th>Competencies/Skills:</th>
<th>(Example) Broad understanding of each program area and Extension policies and procedures, initiative, service attitude.</th>
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<td>Percent of Time:</td>
<td>15%</td>
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</table>

| TOTAL %:            | 100%                                                             |