

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
OFFICE SPECIALIST II	\$10.29/DOQ/HR	3-6-2015
USU Extension Service -Full-time with benefits		

MUST SUBMIT A VERIFIED TYING TEST WITH 40 WPM Net

JOB SUMMARY Under close supervision of the assigned Utah State University (USU) Extension Faculty and the lead office specialist, performs a variety of routine and specialized clerical work requiring skills in verbal and written communications, public relations, and organization. The position requires being a part of an office team that strives to accomplish the mission of USU Extension, which is to provide applied research based information to the public **MAJOR DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Supports the USU Agriculture and Horticulture Extension, 4-H and Family Consumer Science Extension faculty by maintaining data bases, tracking budgets, preparing grant reports, managing correspondents, proofing and editing educational materials and other duties as assigned. Receives telephone and personal call and office visitors, handling any questions or matters of a non-technical nature and directing others to the appropriate staff member; Assists visitors. Maintains records, files educational materials and books according to established methods and procedures; Compile and tabulate data for records and reports; keep minutes of assigned committees; Accepts fees for payments; keeps simple records of transactions; makes simple mathematical computations. Operates office equipment and performs related work as required.

MINIMUM QUALIFICATIONS Relative post-secondary training or related certificate, AND Two years of increasingly responsible experience in clerical work; work experience must be appropriate to the position to be filled. OR Any equivalent combination of education and experience.

Working knowledge of modern office practices and procedures; interest in agriculture, horticulture and /or related subjects. Relevant computer skills in Word, Excel, PowerPoint, Publisher website management and related programs.

Ability to perform a variety of clerical and typing work requiring some exercise of independent judgment; ability to multitask and set priorities; ability to follow written and verbal instructions; ability to establish and maintain effective working relationships and communications, including stressful situations, with employees, other departments, and the general public.

Those selected for interview will be required to demonstrate selected office skills as part of the interview process.

TOOLS AND EQUIPMENT USED Phones; personal computer including processing software; fax machine; calculator.

PHYSICAL DEMANDS The employee must be able to meet the physical demands as described to perform the essential functions successfully on this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear and listen. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The noise level in the work environment is usually quiet.

POSITION CLOSES: March 20, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED