



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
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Classification: 4-H Office/Fair Office Administrative Assistant

Wage: \$15.50/hour

Department: Fair

Reports to: 4-H Advisor/Fair Manager

FLSA: Non-Exempt

Opening date: 11-03-2021

Closing date: Open until filled

JOB DESCRIPTION

Summary/Objective:

Greets, gathers, helps with form completion, routes telephone calls and provides information to citizens including the explanation of procedures.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works with numerous types of internal and external customers for both 4-H programs and Brown County Fair.
- Provides clerical support including composing, proofreading and editing correspondence.
- Utilize and maintains filing and data systems under the discretion of the Department Heads (1: 4-H, 1: Fair Manager).
- Maintains financial records to support office operations including, vouchers and supply needs, as assigned by each department head.
- Performs a wide variety of office support functions including duties related to the program areas of 4-H Youth Development, budget.
- Perform a wide variety of office support functions for the Fair Office related to data entry programs and use of support computer programs; including ticket selling programs (to be trained on)
- Coordinate and maintain vendor master list for the week of Brown County Fair
- Assist with reconciling ticket sales during the selling season, up to and including the week of the fair.
- Work collaboratively with a cash count partner to ensure double count system as assigned by the fair manager.

- May work in support of volunteers and/or distribution of materials to volunteers as directed by Fair Manager and/or 4-H advisor.
- May supervise volunteers and/or distribution of materials to volunteers as directed by department heads
- Some overtime hours will be required periodically throughout the year due to seasonal events. Certain seasonal events like (but not limited to) the Brown County Fair may require significant overtime availability surrounding the dates of the Fair to be assigned by department heads as needed.
- Assist with loading/unloading and organization of items used for various events.
- Notifying supervisor of concerns.
- Work with and coordinate with Community and Family Extension Leaders (CFEL), Brown County Fair Board, and Brown County 4-H Families and Leaders Association as assigned

Competencies:

- Stress Management/Composure.
- Problem Solve, work independently and ability to multi-task
- Teamwork Orientation.
- Decision Making.
- Communication Proficiency: oral and written forms
- Technical Capacity.
- Principles and techniques of public relations and customer service, both in person or over the phone
- Agency regulations, policies, office administrative processes and procedures.
- Use of Microsoft Office products proficiently, scanners and digital cameras copy machine, and any other office equipment
- Record keeping principles and practices.
- Performing basic office support work.
- Perform basic mathematical functions

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- Works in well-lit and climate controlled office. Uses Word, Excel, the internet, copier, phone, scanner, adding machine, and other office equipment. May sit at desk or stand for an extended period of time.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling
- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken work
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Taste and/or smell

- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; and/or up to 10 pound frequently, and/or negligible amount of force constantly to move objects.

Position Type / Expected Hours of Work:

- Full-time; Hours: 8:00 am to 5:00 pm with one (1) hour lunch
- Hours will change during the Brown County Fair

Travel:

- No travel is expected for this position.

Education and Experience:

- High School diploma/GED; AND Two (2) years of secretarial training and/or equivalent experience. Exception may be made for applicant pursuing or possessing a post-secondary degree.
- Possess or be able to obtain a valid SD driver's license

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Human Resources
25 Market St.
Aberdeen, SD 57401

or

- Email: Erica.Coughlin@browncounty.sd.gov