



# Brown County Human Resources

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[www.brown.sd.us](http://www.brown.sd.us)

**Classification:** 4-H Intern

**Wage:** \$12.48/hour

**Department:** 4-H Office

**Reports to:** 4-H Advisor

**FLSA:** Non-Exempt

**Opening date:** 03/01/2021

**Closing date:** 04/2/2021

## **JOB DESCRIPTION**

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### **Summary/Objective:**

Primary job responsibilities are coordination and implementation of 4-H Youth and Brown County Fair related events and secretarial assistance.

### **Essential Functions:**

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

- Coordination and Implementation of:
  - o 4-H Special Foods Contest,
  - o 4-H Judging Schools (family & consumer science and horticulture),
  - o Fashion Revue,
  - o Brown County Fair and
  - o State Fair Prep.
- Secretarial skills should include computer skills Microsoft suites, poster design and layout, and miscellaneous office procedures.

### **Competencies:**

- Principles and techniques of public relations and customer service, both in person or over the phone
- Agency regulations, policies, office administrative processes and procedures.
- Safety, security and first aid policies and procedures.
- Use of specified computer applications
- Performing basic office support work.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

### **Supervisory Responsibility:**

- This position has no supervisory responsibilities

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**Work Environment:**

- Typical office environment. But work may be subject to extreme weather conditions including heat, rain, wind, dust, and noise.

**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.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light 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.

**Position Type / Expected Hours of Work:**

- Full-time; Hours: Monday - Friday 9:00 a.m.–12:00 noon and 1:00 p.m. to 4:00 p.m.,
  - o Hours will vary occasionally depending on the task based on a 25-30-hour week.
- The week prior and the week of the Brown Co. Fair are 40 hours plus overtime.
  - o County Fair hours include Saturday and Sunday.
- Tentative start date: 05/17/2021 through 08/20/2021

**Travel:**

- Travel within Brown County will be necessary for this position.

**Education and Experience:**

- Preferred, High School diploma/GED
- Prior 4-H experience is desirable but not necessary.

**Required Certificates, Licenses, and Registrations:**

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Preferably 18 years of age and a U.S. citizen.
- 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 4-H Youth Program Advisor  
400 24<sup>th</sup> Ave NW  
Aberdeen, SD 57401

or

- Email: [becca.tullar@sdstate.edu](mailto:becca.tullar@sdstate.edu)

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