



Job Description Office Assistant

Title: Office Assistant
Dept.: Administrative
Exempt/Nonexempt: Non-exempt
Reports to: Business Manager
Pay Grade: GS: 4 - 5 - 6
Revised: February 1, 2021

New position Position Change Revised Position Description

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This is a full-time, at will position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District. This position assists with all administrative and technical aspects of the Jackson Soil and Water Conservation District (JSWCD) herein after known as District, as well as cooperative work for and with the Natural Resource Conservation Service (NRCS) personnel, to implement conservation programs in Jackson County, Oregon.

Essential Functions/Major Duties:

This position provides client assistance through walk-in, e-mail and phone call contact. It further helps through assisting other District and partner staff in implementing natural resource stewardship projects and programs.

Specifically, the Office Assistant:

- Serves as the initial contact of the District, and its in-house partners
- Composes and processes correspondence and materials of an important and/or confidential nature
- Assists with maintaining the website and updating postings for JSWCD
- Receives visitors and dispense information in a courteous and timely manner
- Answers phones, make appointments, enter information from callers into District, and/or NRCS records
- Directs public inquiries to appropriate District, USDA, and RRWC programs
- Date stamps and distributes incoming mail
- Provides clerical support to district committees and board
- Assists the Business Manager with the Audit

C: Desktop>Admin Position Description

- Answers public inquiry regarding District policy
- Provides clerical support for District conservationists to include data entry, reports, and forms

Secondary Functions:

In conjunction with other staff members, this position provides science-based education and outreach to the public, organizations, and agencies, pertaining to natural resource opportunities. Other duties may be assigned by the District Manager and/or the Business Manager. This position will take responsibility and work with limited general supervision, while exercising initiative, tact, and good judgment as well as establish and maintain effective working relationships with District staff and agency partners and maintain confidentiality.

Job Scope:

This position is governed by the policies of the District's Personnel Policy Manual, the Strategic Plan and the Biennial Work Plan. The work completed by this position significantly impacts the public's image of the District and its in-house partners.

Supervision:

The Office Assistant is under the day-to-day supervision of the Business Manager. The District Manager will conduct performance reviews with input from the Business Manager. This position acts on behalf of the District Manager, within the authority delegated by the Board and this position description and is governed by the policies of the District's Personnel Policy Manual.

Supervisory Responsibility:

This position has no supervisory authority.

Interpersonal Contacts:

It is essential that this position maintains effective working relationships with the District staff and partners for effective communication and implementation of natural resource projects and educational events.

Specific Job Skills (including but not limited to):

- Highly productive, self-starter, with a desire to provide natural resource stewardship opportunities to the general public, agencies, and organizations within the District's boundaries.
- Well-developed writing skills for preparing and/or reviewing technical and funding documents.
- Knowledge of District's, watershed councils, and state and federal organizations pertaining to management of Oregon's natural resources.
- Skills in marketing, customer service, public speaking, and media relations.
- Skills with Microsoft Word, Excel, and PowerPoint

Education and/or Experience (including but not limited to):

- Any combination of education and experience equivalent to a high school diploma, with strong emphasis on business subjects or supplemental college/business school courses.
- Working knowledge of current standard office procedures, including but not limited to:
 - Modern office equipment, software, and management i.e. word processing, data entry and manipulation, power point presentations.

C: Desktop>Admin Position Description

- Business English, composition, grammar, etc.

Job Conditions:

To perform the duties of this position, this employee must serve as incidental motor vehicle operator.

Office work involves regular use of computers and prolonged sitting or standing at meetings as well as be able to lift up to 40lbs.

All work hours and days, rest periods, lunches, and paid leaves are to be complied with, as outlined in the District Personnel Policy.

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.