



Jackson Soil & Water Conservation District
89 Alder Street Central Point OR 97502
Telephone: 541-423-6159 Fax: 541-727-7471
www.jswcd.org

Job Description Office Assistant

General Summary:

This is an at-will, non-exempt position, consisting of the duties of an Office Assistant for the Jackson Soil and Water Conservation District (JSWCD) herein after known as District, as well as, cooperative work for and with the U.S. Department of Agriculture (USDA) agencies and the Rogue River Watershed Counsel (RRWC), to implement conservation programs in Jackson County, Oregon. The position is currently a 40 hour work week not to exceed 40 hours per week.

Responsibilities:

1. Compose and process correspondence and materials of an important and/or confidential nature, as directed.
2. Receive visitors and dispense information in a courteous and timely manner.
3. Answer phones, make appointments, enter information from callers into district and/or USDA and RRWC.
4. Direct public inquiries to appropriate District and USDA and RRWC policies.
5. Open, date stamp and distribute incoming mail.
6. Provide clerical support to district committees and board.
7. Other duties as assigned by the District Manager and Administrative Specialist
8. Update website postings for JSWCD and RRWC.

Position Requirements:

1. Any combination of education and experience equivalent to a high school diploma, with strong emphasis on business subjects or supplemental college/business school courses.
2. 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.
 - Business English, composition, grammar, etc.
3. Take responsibility and work with limited general supervision, while exercising initiative, tact, and good judgment.
4. Establish and maintain effective working relationships with District staff and agency partners and maintain confidentiality.
5. Have a valid State Driver's License for use of personal and government vehicles and have a good driving record.

Supervision:

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

Working Hours and Days, Rest Periods, Lunch, and Paid leave:

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

Civil Rights

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