



Victoria County, TX

POSITION PROFILE

Position Title:	Clerk III	Grade:	General – Grade 3
Department:	Extension	Salary:	\$15.63 - \$18.92 per hour
Accountable to:	County Extension Agent	Status:	Non-Exempt

Primary Objectives

Performs intermediate work receiving bills and processing invoices for the department's budget. Assisting public clientele both in person, at the office, and phone/email for 3 areas of Agriculture, Family and Community Health, and 4-H and Youth Development. Maintaining online office records/document management as well as programming support for Extension events throughout the year, creating flyers, attendance rosters, etc.

Supervision Received

Work is performed under the moderate supervision of County Extension Agent.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Greet visitors and direct them to appropriate agent or information source and handle routine inquiries regarding services of the County Extension Office.
2. Create and distribute flyers and newsletters for all Extension program areas.
3. Assist in maintaining and updating Victoria County Extension online presence (website/social media etc).
4. Serve as point of contact for Extension volunteer groups including Extension Education Association, Master Gardeners, South Texas Farm and Ranch Show, Leadership Advisory Board and Victoria Livestock Show.
5. Research, collect, and assemble data and background materials for a variety of reports and special projects. Manage Pesticide Applicator License Continuing Education Units. Coordinate VLS check pick-up.
6. Manage funds for and coordinate Extension Cost Recovery, VEEA Fundraising, STFRS, Ag Fund, Master Gardener programs, 4-H Bougie Bingo, 4-H Senior Serve and 4-H Awards Banquet.
7. Maintain and update department records, inventory of equipment, files, and mailing lists.
8. Verify and review materials for completeness and conformance with established regulations and procedures.
9. Organize and maintain filing systems; maintain records related to Department.
10. Compile weekly staff office conference minutes and distribute to county, district and state offices.
11. Directly reports to and provides administrative support to the County Extension Agents and serve as a liaison for the District Extension Office in Corpus Christi.
12. Develop and maintain strong working relationships with all county offices and departments, other governmental entities, and community stakeholders.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and considerable (3-5 years) experience required.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and detailed hearing requirements - hear detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.