



626 Main Street  
Darlington, WI 53530  
P. 608-776-4995

Job Title: Secretary V  
Hours: Monday-Friday 8:00 AM to 4:30 PM  
Pay Range: \$20.54/per hour; plus, longevity, if applicable  
Department: Extension / Land Conservation / Planning & Zoning  
Reports to: UW Extension Department Head and LCD P&Z Department Head  
FLSA: Non-Exempt  
Position Purpose: Performs general receptionist, clerical, basic accounting duties within Lafayette County

**Essential Functions:**

- Receptionist for Extension / Land Conservation / Planning & Zoning departments including but not limited to:
  - courteously answering the telephone;
  - accurately documenting and relaying messages;
  - greeting the public;
  - performing a variety of clerical duties as assigned;
  - interacting harmoniously with a diverse group of county employees and citizens;
  - basic accounting skills; problem solving; and
  - office coordination.

**Required Qualifications:**

- 2-year associates degree with 3 years administrative secretary and accounts payable experience or high school graduate with a minimum of 5 years administrative secretary and basic accounting experience.
- Listening, recordkeeping and filing proficiencies.
- Courteous and helpful customer service skills on the telephone, in-person, and in writing.
- Superior communication skills with internal and external customers.
- Proficient in computer operations, internet, data entry, and accounting systems including, but not limited to:
  - MS Word, QuickBooks Pro, Excel, Publisher, Transcendent, 4-H Online, Power Point, E-mail, FAX, Copier, Access, Adobe Acrobat, ZOOM, Google Meet, and Word Press.
- Accurate and efficient typing skills at 40 – 50 words per minute.

**Mental Demands:**

- Must be mentally adaptable and flexible in dealing with a variety of people to create a positive work environment; may be called upon to handle difficult situations
- Must be able to deal with a variety of emotions and frustrations; emotional stability and maturity are important attributes in this position
- Must be able to resolve problems, handle conflicts, and make effective decisions under pressure

- Must be able to gain new skills and knowledge necessary for performance of essential job functions
- Must be able to give, receive, and analyze information
- Must be able to effectively communicate, providing verbal feedback and written documentation in a professional manner

<b>Physical Demands</b>	<b>N/A</b>	<b>Low Frequency</b>	<b>Moderate Frequency</b>	<b>High Frequency</b>
Carrying / Lifting 10 - 25 Pounds			<b>x</b>	
Carrying / Lifting 25 - 50 Pounds			<b>x</b>	
Carrying / Lifting > 50 Pounds *		<b>x</b>		
Sitting				<b>x</b>
Standing / Walking / Climbing			<b>x</b>	
Specific Vision, Hearing, Taste, or Smell Requirements *			<b>x</b>	
Squatting / Crouching / Kneeling / Bending			<b>x</b>	