



Lafayette County Human Resources

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

Job Title:	Secretary IV
Hours:	Regular Part-Time/24 hours per week; Monday-Friday
Pay Range:	\$18.00/per hour; plus longevity, if applicable
Department:	Extension
Reports to:	UW Extension Department Head
FLSA:	Non-Exempt
Position Purpose:	Performs general receptionist, clerical, and basic accounting duties within Lafayette County.

Essential Functions:

- Receptionist duties 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 1 year administrative secretary and accounts payable experience OR high school graduate with a minimum of 3 years administrative secretary and basic accounting experience.
- 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, data entry, and accounting systems including, but not limited to:
 - MS Word, Excel, Publisher, Transcendent, 4-H Online, Power Point, E- mail, Copier, Access, Adobe Acrobat, ZOOM, Word Press, MS 360, and cloud-based document sharing.
- Experience and/or interest in creating publications; i.e.: newsletters, flyers, etc.
- Manage Extension website and social media sites under direction of educators.
- Manage program registration and tracking.

Professional Expectations:

- Must be 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 people; professional courtesy and maturity are important attributes in this position
- Must be able to resolve problems 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

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Ability to lift 10-25 pounds frequently, and occasionally lift 25 to over 50 pounds.
- Ability to frequently bend, twist, balance, reach above or below shoulder level; as well as occasionally kneel, crouch, or climb as necessary to perform job duties.

Management Statement

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Reasonable accommodation may be made to all individuals with disabilities to perform the essential functions of this position.

