

JOB DESCRIPTION  
SECRETARY  
LIVE OAK COUNTY  
TEXAS A&M AGRILIFE EXTENSION SERVICE

The county secretary works under the direct supervision of the County Extension Agent Agriculture and Natural Resources and the County Extension Agent-Family & Community Health. The AgriLife office is an educational agency, and it is the responsibility of the office Secretary to maintain a professional atmosphere while efficiently managing tasks and providing courteous, friendly service.

The mission of the Texas A&M AgriLife Extension Service is to provide quality, relevant outreach and continuing educational programs and services to the people of Texas.

I. Receptionist & Public Relations

- Maintain punctuality and ensure the office opens and closes on time.
- Maintain office hours of 8:00 a.m.–5:00 p.m., Monday–Friday with a 1 hour lunch (12:00–1:00 p.m.).
- Ensure the office environment is neat, orderly, and welcoming.
- Provide warm, courteous, and professional service to visitors, callers, and online contacts.
- Direct visitors to the appropriate Extension agent or research-based resource.
- Develop an understanding of the relationship between AgriLife Extension and federal/state agencies, Live Oak County government, and local organizations.
- Provide responses to general information requests based on available materials; refer subject-matter questions to appropriate agents.
- Inform agents of phone messages, emails, walk-ins, and other inquiries.
- Maintain a neat appearance and follow AgriLife dress code.

II. Communication

- Answer incoming calls clearly identifying the office; assist promptly.
- Handle routine inquiries; refer complex questions to agents.
- Keep general records of calls and subject matter.
- Monitor shared calendars to communicate agent availability.
- Manage two office email accounts: forward messages promptly.
- Maintain accurate mailing lists, both electronic and physical, and update promptly.
- Demonstrate strong typing, grammar, and proofreading skills.
- Manage and prioritize multiple tasks.
- Use own initiative in the absence of instruction. Must be a self-starter.
- Create the monthly 4-H newsletter.

### III. Office Records & Files

- Maintain organized records of agent reports, purchase orders, budget items, and expenses.
- Follow record retention rules.
- Keep files organized and up to date.
- Manage registration for Extension programs.
- Maintain livestock project tag orders and assist with stock show registrations.
- Use spreadsheets and OneDrive for shared tracking.

### IV. Supplies & Publications

- Maintain inventory of equipment and supplies.
- Obtain purchase orders before purchasing; manage supplies budget.
- Stay informed on Extension publications and policies.
- Order materials with official logo through AgriLife Learn.
- Display publications neat and attractively.

### V. Reports & Expense Accounts

- Create PO requests, reimbursement reports, news releases, and other required reports for both Live Oak County government and the AgriLife District office.
- Request agent travel POs at the beginning of each month.
- Assist agents in submitting reports to the Live Oak County Judge's Office, Live Oak County Treasurer's Office, and the AgriLife District Office in a timely manner to ensure prompt reimbursement.

### VI. Budget

- Maintain the county AgriLife budget.
- Use Excel and county tools for expense tracking.
- Keep paper records of all payments submitted and received.

### VII. Office Machines

- Operate and maintain computers, printers, scanners, and copiers.
- Order supplies as needed.

### VIII. Technology & Equipment

- Operate and maintain all office equipment, including computers, printers, scanners, and copiers; order supplies as needed.

- Be proficient in Microsoft Word, Excel, Outlook, Canva, and other software required for daily operations.
- Maintain records in 4-H Online.
- Generate postage through Stamps.com.
- Prepare correspondence and printed materials for all program areas.
- Manage social media and websites.

IX. Regulations & Policies

- Become familiar with policies governing county employees in the Personnel Handbook.
- Follow Extension office policies.
- Participate in routine office meetings.
- Take a vested interest in AgriLife programming and work with all Extension agents to help ensure successful program delivery.
- Maintain confidentiality.

X. Miscellaneous Duties

- Ensure all AgriLife yearly reports are completed & submitted by deadlines
- Assist with special projects such as meetings, tours, validations, and events as needed.
- Support youth and adult audiences professionally.
- Maintain positive working relationships with staff and the public.

Minimum Qualifications

- High School Diploma or equivalent (required)
- One year clerical/administrative experience (preferred)
- Effective communication skills
- Ability to work independently with minimal supervision
- Must be at least 18 years old

To apply, please submit a county employment application to:

Live Oak County  
 Attn: Regina Dove  
 PO Box 699  
 George West, TX 78022

Or deliver in person to:  
 301 Houston St. Room 302  
 George West, TX 78022