

## **Position Description and Application**

### **Office Manager**

### **Texas A&M AgriLife Extension Service**

### **Lavaca County**

Completed application with resume should be submitted to:

Texas A&M AgriLife Extension Service - Lavaca County  
300 South LaGrange Street  
Hallettsville, TX 77964

**Texas A&M AgriLife Extension Service  
Lavaca County**

**Office Manager/Assistant  
Position Description**

General Description:

Serve as Office Manager and Secretary for the County Extension Agent-Agriculture and the County Extension Agent-Family and Community Health. Represent the Texas A&M University System and Texas A&M AgriLife Extension Service and will act as a liaison with all county, state, and federal offices, other County Extension Offices and all organizations associated with the Extension Office.

Serve as an assistant for programming efforts in Agriculture, Family and Community Health, 4-H and Youth Development, and Community Development. Assist in planning, organizing, and conducting educational activities associated with each of the before mentioned areas.

Duties and Responsibilities:

- maintain a professional office environment
- greet and assist clientele via office visits, phone calls and e-mail
- manages office website and keep information up to date
- respond to clientele questions and concerns in the absence of agents and when appropriate
- receive, organize and distribute mail to appropriate staff members
- prepare correspondence in the areas of Agriculture, Family and Community Health, 4-H and Youth Development, and Community Development including but not limited to letters, newsletters, news releases, agendas, sign-in sheets, expense reports, fliers, printed programs, agent reports, research demonstration reports, and handbooks
- stay current with mail regulations and prepare outgoing mail accordingly
- maintain a calendar of county, district and state events for all Ag., FCH, and 4-H activities
- receive and process enrollments and membership for various organizations associated with Texas AgriLife Extension Service, including but not limited to 4-H, Extension Education Association, Program area committees, Leadership Advisory Board, 4-H Council, 4-H Adult Leaders Association, and local stock show boards.
- receive and process major show tag orders and validation paperwork including online uploads
- receive and process 4-H club charter
- complete annual IRS filings for 4-H clubs
- process and submit rosters for CEU programs to the granting organization
- receive and process entries for various 4-H activities including local livestock shows, major livestock shows, and county, district and state level 4-H competitions
- Compile yearbook for the Extension Education Association
- participates and takes minutes during bi-monthly office staff conferences
- maintain current mailing lists for various Extension groups and organizations
- assist with various county-level events by coordinating publicity, ordering supplies, booking facilities, participant registration and assist with conducting actual activity
- prepare and stay current and abreast of various county, district and state events
- keeps up to date and follows county and Extension policies and procedures

Skills Required:

- Proficient in the use of all office machines including computer, printers, adding machine, copier, scanner, folding machine, binding machine, postage meter, etc.
- Proficient in computer applications including: Microsoft Word, Excel, Power Point and Publisher, 4-H Online, Microsoft Outlook, web page management, etc.
- Public Relations: Must exhibit strong public relations/communication skills.

Qualifications:

High school education or equivalent plus training and/or experience normally acquired with 3+ years of related clerical work, supervisory skills or abilities, acquaintance with technical terms related to field of assignments, ability to effectively communicate information to agents, co-workers, general public and special groups.

To perform the above duties, this individual must have the willingness to learn and be trained on the overall Extension program, particularly county budget situations and county programs, as well as policies of the organization.

Must exhibit the initiative to learn new skills and welcome a progressive office management system.

# LAVACA COUNTY

## EMPLOYMENT APPLICATION

Equal Opportunity Employer M/F/D

The Age Discrimination in Employment Act of 1967 forbids discrimination against Persons over the age of 40.

### YOU MUST ANSWER ALL QUESTIONS TO BE CONSIDERED FOR A POSITION

Name	Today's Date		
Street Address City, State, & Zip Code	Phone No.	Position Desired	
All applicants for employment must be at least 18 and 21 if applying for a Deputy sheriff position. Can you submit proof of age after employment?			
Has Bond ever been refused?			
Are you related by blood or marriage to any employee/official? (if yes, state name and relationship)			
REFERRED BY:	Are you legally eligible to work in the U.S.? (Verification will be required upon hire) <input type="checkbox"/> Yes <input type="checkbox"/> No		

### EDUCATION

Please identify any educational background you believe we should consider in evaluation of your qualifications for the position you seek.

Name and Location of School	Major Subject	No. of Years Completed	Graduated? Degree?	Major Subjects
High School				
College				
College				
Graduate School				
Other (Trade, Business or Professional School)				

Describe any Honors or Awards
Other course work applicable to this type of work.
Extracurricular activities related to the type of position for which you are applying

### U.S. MILITARY SERVICE

Number of years served	Branch of Service	Rank at discharge	Duties

Are you a member of the National Guard or Reserve?	Do you anticipate any active duty including reserve training in the future?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PREVIOUS EMPLOYMENT

### All Questions Must Be Answered

Provide employer information for the last 10 years and any other work history you feel is relevant to the position you have applied for. Attach extra sheets if necessary

(1) Present or last employer	Phone No.	
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary at start	Annual Salary on leaving	Reason for leaving
Your duties		
(2) Previous employer	Phone No.	
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary at start	Annual Salary on leaving	Reason for leaving
Your duties		
(3) Previous employer	Phone No.	
Address	Date Started	Date Left
Immediate Supervisor	Their Title	Your Title
Annual Salary at start	Annual Salary on leaving	Reason for leaving
Your duties		

## JOB SKILLS/QUALIFICATIONS

List the skills and qualification you possess for the position for which you are applying. Include the computer applications you are proficient in.


Date available	Starting Salary desired	Have you made application before?	If so, when?
In case of emergency, notify:			
Name	Address	Phone No.	

## PREEMPLOYMENT STATEMENT

I authorize Lavaca County to make any inquiries they desire regarding my education, employment, ability, habits, and personal character for the purpose of determining my fitness for employment, including performing a criminal history search through the Texas Department of Public Safety. I also authorize previous employers or any other persons, to whom the county may refer to give any and all information regarding my employment or scholastic record together with any information personal or otherwise, and I hereby release such persons and any companies which they represent from all liability or any damages whatsoever in connection with their compliance. I understand that misrepresentation or omission of any fact or circumstances called for in this application which would affect my application unfavorable or receipt of unsatisfactory references will be sufficient cause for termination without liability. I also understand any job offer is contingent on passing a drug screen test. This application is not an employment contract and is not intended to create contractual obligation of any kind. Neither Lavaca County nor its employees are bound to continue the employment relationship if either chooses at its will to end the relationship at any time. All employment is at will and the relationship cannot be modified unless in writing.

Date:	Applicant's Signature:
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# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by this agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

**Please:**

**/ Check and Initial each Applicable Space**

CCH Report Printed:

YES \_\_\_\_ NO \_\_\_\_ initial

Purpose of CCH: \_\_\_\_\_

Empl \_\_\_\_ Vol/Contractor \_\_\_\_ initial

Date Printed: \_\_\_\_\_ initial

Destroyed Date: \_\_\_\_\_ initial

**Retain in your files**