

_____ County Conservation District
District Secretary
Position Description
November 2005

The District Secretary performs secretarial duties in the operations of the _____ County Conservation District. Duties include clerical work, serving as a receptionist, accounting, payroll and assistance to the RC&D office and Floodplain Management Board. The secretary's day-to-day supervisor is the district manager, but the district board, with input from the district manager, will perform performance reviews. Performance reviews will be based upon established standards of performance.

The district board will establish work hours. The employee will have one 15-minute break in the morning and one 15-minute break in the afternoon.

Job Duties and Responsibilities:

Secretary and Office Receptionist:

Serves as the office receptionist and secretary with duties including:

Answers the phone, composes correspondence, maintains office files and supplies, makes appointments for staff members, operates a computer, copy machine, fax machine, and other office equipment and maintains a customer sign-in sheet.

Greets customers, answers questions, provides information and assistance. If unable to provide requested assistance, secretary will refer customer to the appropriate staff member for assistance.

Receives district mail and takes needed action or distributes to other employees or board members for action.

Assists NRCS staff by answering phones and providing secretarial and other assistance based upon established agreements and guidelines from the district board.

Orders and maintains office supplies.

Provides assistance to the district manager in maintaining files, applications and correspondence concerning the Oklahoma Cost Share Program.

Assists in the development of the annual and long-range plans.

Continued on Page 2

Board Meetings:

The secretary assists the district board with their monthly and special board meetings and performs the following duties:

Prepares and mails appropriate materials to board members prior to meetings.

Working with the district manager and board chairman, prepares meeting agendas and post them according to Open Meeting Act rules.

Maintains an active file of correspondence and other items for development of monthly meeting agendas.

Prepares financial statements and organizes correspondence and other materials for board review at meetings.

Keeps the district chairman and district manager advised of any issues needing board attention.

Takes minutes at meetings, types the minutes and follows established schedules and guidelines on distribution of minutes.

Stays informed on Open Meeting Act requirements.

Financial Records and Reports:

The district secretary is responsible for maintaining conservation district financial records which includes:

Prepares checks for signature, makes deposits, pays bills, and receives payments to the district.

Maintains an income and expense ledger for the district, as well as a ledger for the district's fund allocation for operating expenses.

Posts all ledgers on a regular basis and files claims with the Oklahoma Conservation Commission.

Prepares books and records for auditor.

Assists in assembling data for annual and long-range plans, and other reports to the Oklahoma Conservation Commission as directed by the District Manager.

Continued on Page 3

Time and Leave Records and Payroll:

The district secretary maintains time and leave reports for district employees, calculates payroll deductions (including computation and reporting for federal and state income tax, unemployment compensation and social security withholding), reports salaries for Workers Compensation benefits and is responsible for W-2'S and 1099's.

Files claims with the Oklahoma Conservation Commission for reimbursable items.

Conservation Education / Information Activities:

May be asked to assist the district manager or carry out activities independently such as conservation education and informational events. This could include helping coordinate speech, essay and poster contests, helping conduct outdoor resource conservation days for students, and assisting in development of news articles, displays, and other information activities.

District Secretary
_____ County Conservation District
Performance Standards

Secretary and Office Receptionist:

The district secretary will perform the duties of secretary and receptionist as defined in the position description. The secretary will provide assistance to customers over the phone and in the office, treating them with courtesy, respect and in a professional manner. If unable to meet the customer's needs, the secretary will refer them to another staff member in a timely manner. If no other staff member is available, the customer's request and phone number will be taken and will be told when they might expect a phone call or visit from a staff member. The information will be given to the appropriate staff member as soon as they return to the office.

If there is a problem with a customer that the employee cannot resolve the district manager will be informed immediately.

Correspondence will be prepared in the correct format in a timely manner free of misspelled words and with a minimum of mistakes. Deadlines established by the Oklahoma Conservation Commission or the district board will be met.

Secretarial assistance will be provided to NRCS based upon current agreements and district board guidelines and will be of the same high standards as expected with district work. The district manager will be informed immediately of any problems or issues with this assistance.

Office supplies will be maintained and well organized. The secretary will inform the district manager of problems with office equipment or need for new equipment.

The secretary will adhere to established work hours and break times. Requests for time off will be made as early as possible and efforts will be made to ensure that there is someone to cover the district phones during work hours.

Board Meetings:

Materials needed by board members prior to meetings will be mailed or emailed to members in a timely manner and will be well organized.

The secretary will work with the district board and district manager to develop agendas that are complete, accurate, in the proper format, and cover all items that need action by the board.

Agendas will be posted according to Open Meeting Act rules.

The secretary will maintain a folder of correspondence and items needing action at upcoming board meetings to assure all items are considered at the meeting.

Continued on page 2

The secretary will take accurate and complete minutes at meetings, type and distribute them according to a set schedule. Minutes will have a minimum of mistakes and misspelled words.

Financial Statements and Reports:

The district secretary will maintain accurate financial income and expense ledgers for the district as well as one for the district's fund allocation. The secretary will post all ledgers on a regular basis to maintain a current balance.

Claims will be filed with the Oklahoma Conservation Commission in a timely manner based upon guidelines established by OCC and in the correct format.

A financial statement will be prepared for board meetings that are complete, current, accurate and easy to read.

Time and Leave Records and Reports:

Time and leave records will be kept current and accurate. All necessary reports will be filed as required to meet deadlines.

Conservation Education / Information Activities:

The secretary will assist with conservation activities and informational activities as directed by the district manager. When working with teachers, the news media and others in these activities, the employee will be professional and well prepared at all times. Programs and materials will be well organized and of high quality. The employee will strive to project a positive image of the conservation district. All activities will be closely coordinated with the district manager and any problems will be reported to the DM immediately. The DM will be kept informed of all requests for assistance with conservation education activities.

Teamwork and Cooperation:

The district secretary will cooperate and work with other employees, district board members, NRCS staff members, other USDA agency personnel and others to develop a team effort in carrying out conservation district and NRCS programs and activities. The secretary will treat customers, board members, and coworkers with respect and courtesy and act professionally at all times.

Civil Rights:

The district secretary will ensure that all customers are treated fairly and that all conservation district programs and activities are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, gender, martial status, or physical disability.

Continued on page 3

Standards of Performance reviewed and discussed on: _____

Board member

Employee

_____ **Performance Review**
County Conservation District
District Secretary

Performance Elements: **Meets Standards** **Exceeds Standards** **Does Not Meet Standards**

Secretary/Receptionist _____ _____ _____
Comments:

Board Meetings _____ _____ _____
Comments:

Financial Records/Reports _____ _____ _____
Comments:

Continued on page 2

Performance Elements: **Meets Standards** **Exceeds Standards** **Does Not Meet Standards**

Time /Leave Records

Comments:

**Conservation Education
Information Activities**

Comments:

**Assistance to
RC&D & FPMB**

Comments:

Teamwork/Cooperation

Comments:

Continued on Page 3

Performance Elements: Meets Standards Exceeds Standards Does Not Meet Standards

Civil Rights _____ _____ _____

Overall Performance Rating:

____ Meets Standard __ Exceeds Standards __ Does Not Meet Standards

Performance reviewed and discussed with employee:

Board Member

Employee

Date