

Pembina County, North Dakota

Job Description

Job Title: *Administrative Assistant II*
Department: *NDSU Extension*
Reports to: *Extension Office Coordinator*

Job Status: *Full time, standard*
FLSA Status: *non-exempt*
Date: *July 2026*

Job Summary:

The purpose of this position is to provide office management and administrative support to the Extension county coordinator and Extension agents. Work requires some responsibilities with pesticide program, budgeting, 4-H program support, and county fair 4-H coordination. Must be able to work overtime to assist agents in programming.

Essential Job Duties:

Provide administrative support for the Extension county coordinator and the Extension agents in the agriculture, family and community wellness, and 4-H areas.

- Responsible for assigned accounts payable and receivable and work with Extension Office county coordinator to develop, manage, and monitor office budget.
- Grant management; pay invoices and prepare monthly financial reports.
- Process paperwork and reports for pesticide certification. Monitor written exams.
- Coordinate and maintain the 4-H membership files and registration of events through 4honline software.
- Manage and coordinate 4-H fair exhibit entries, premiums, etc. for county and state fair working with FairEntry software. Assist with county fair judging events, 4-H premium sale and other various duties throughout the county fair.
- Design, update and perform general maintenance of the web site for NDSU Extension in Pembina County.
- Edit and design general correspondence and publications; design and prepare brochures, newsletters, direct mailings and other educational materials; prepare bulk mailings of informational material. Proofread copy for spelling, grammar, and layout making appropriate changes. Responsible for accuracy and clarity of final copy.
- Manages and publishes staff provided information to social media accounts.
- Maintain and order office supplies and materials.
- Maintain office equipment and office space.
- Complete annual inventory of county and state property.
- Manage meeting schedule and activities in the office meeting rooms, including Farmers Room for outside users.
- Answer and route incoming phone calls. Answer public inquiries about services available. Greet, direct, inform and assist visitors. Take registrations for Extension-led programs.

- Update and maintain administrative records and reports such as Civil Rights compliance and Records Disposal Report. Generate other reports as needed or requested.
- Open incoming mail and handle appropriately. Post and deliver outgoing mail. Maintain mailing lists.
- Set up and maintain department files and follow NDSU policy on records retention
- Verify and complete travel and expense vouchers.
- Works independently and within a team on special and ongoing projects.
- Attend bi-annual workshops, trainings and updates on new and current programs used in the Extension office. Seeks out online trainings for professional development and other subjects relevant to position.
- Perform other duties as assigned or apparent.
- Incumbents may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

Job Qualifications

- Essential office software: Word, Excel, Outlook, Publisher, Access, Adobe Photoshop, Adobe Acrobat Pro Software Accounting, Canva, Google Drive
- Routine clerical support procedures and basic office equipment operation
- Account receiving and payable processing
- Basic bookkeeping; Quicken or QuickBooks software, preferred
- Knowledge of budgets and grants
- Online database management
- Social media account administration: Facebook, Twitter; preferred
- Website editing; preferred
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration skills
- Flexibility
- Must be organized, able to multi-task projects from multiple persons
- Operate computer and other office equipment, such as multi-line telephone, scanner, copier/fax, laminator, printers
- Communicate clearly and concisely, both verbally and in writing
- MUST be able to understand what information that flows through the office is confidential and which is a matter of public record and maintain these information streams appropriately and according to the law
- Respond to requests from the general public and refer to the relevant agent if it is a subject matter request
- Establish and maintain effective working relationships with co-workers and general public
- Handle varying and often busy, stressful situations
- Research complex requests

Experience, and Education

Education: Associates or vocational degree in business or related field.

Experience: 2-3 years of related office administration and 4-H experience preferred with emphasis on media work, or any combination of equivalent education and experience.

Working Conditions/Physical and Mental Demands

- Ordinary physical exertion, light physical effort such as sitting, standing or walking while performing work for sustained periods.
- Some skill, adeptness, and speed in finger-hand-arm coordination such as operating office equipment.
- Occasional light lifting of 10 to 40 pounds.
- Generally ideal working conditions; not normally exposed to unusual environmental work elements.
- Occasional work around animals and plant/grain materials. Must have valid Driver's License.

ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position that I occupy. The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job requirements or duties preformed. The position description does not constitute an employment agreement between the County and the employee and is subject to change by the employer as the needs of the County and requirements of the job change.

Employee Signature

Date

Pembina County does not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act. (NDCC 14-02.4)