

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLERK TYPIST - MSU EXTENSION**

**General Summary**

Under the supervision of the MSU Extension Director, provides clerical and secretarial support to extension agents and the director including extensive word processing to prepare correspondence, brochures, newsletter and a variety of other materials, maintaining program records and files, scheduling meetings, and related support functions. Assists visitors and callers with information on extension services and by responding to specific inquiries related to the assigned program areas.

**Essential Functions**

1. Operates a personal computer for word processing, to input and process data, and prepare annual and other reports.
2. Operates a personal computer to design, layout, and prepare brochures, flyers, newsletters, correspondence, reports, calendars, grants and other documents.
3. Receives visitors and responds to telephone calls from the general public, providing information related to MSU Extension programs and services and on specific topics within assigned program areas.
4. Receives and processes soil, insect, and plant samples from the general public for testing. Obtains accurate and complete information for each sample, collects appropriate fee, and prepares sample for forwarding to diagnostic laboratory. Maintains records for same.
5. Distributes appropriate technical information bulletins to office and telephone callers as requested. Orders and maintains supply of bulletins for distribution and sale to the general public. Receives payments and issues receipts. Prepares large quantities of newsletters (bulk mailing) to be sent to the post office.
6. Establishes and maintains department files, data bases, records and mailing lists to maintain an effective information system for assigned program areas.
7. Maintains records of equipment and materials on loan from the Extension Office and checks audio/visual equipment. Maintains the office video library .
8. Operates the computer e-mail system with other Michigan county offices and MSU, includes downloading information, ordering bulletins, and accessing data bases.

9. Attends various meetings to provide assistance to staff. May include taking and preparing minutes, setting up and taking down meeting rooms, and assisting with registrations when necessary.
10. Performs a variety of support services such as opening and distributing mail, ordering supplies, making copies and related tasks.

### **Other Functions**

11. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High school graduation or equivalent.

**Experience:** Six months of clerical experience which included provided a working knowledge of the computer programs used by the department.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve documents from office filing systems.

Ability to enter and access information to the computer.

Ability to lift supplies and equipment weighing up to 20 lbs.

Bending, kneeling, stooping, and crouching to file and retrieve items from file cabinets and shelves.

**Working Conditions:** Works in office conditions.