

POSITION DESCRIPTION
COUNTY OF STARKE, INDIANA

POSITION: Office Clerk, Treasurer, Educator
DEPARTMENT: Soil & Water Conservation District
WORK SCHEDULE: 8:00 a.m. – 4 p.m. M-F, Central Time

DATE WRITTEN: December 2021
STATUS: Full – time
FLSA STATUS: Non-exempt

Incumbent serves as Office Administrator, Treasurer, and Recording Secretary for Starke County Soil and Water Conservation (SWCD) District, and is responsible for providing administrative, accounting, managerial, and education support for the Department.

DUTIES:

Assist member of the public in person and on the phone to provide information, take messages, and direct persons to the appropriate individuals, agency, or department.

Perform various clerical duties, including prepare correspondence, maintain document files, process Department mail, edit newsletters, write news and radio announcements, and draft Department's annual plan. Maintain records for and schedule District's equipment rental programs.

Perform various accounting functions, including maintain account balances, write checks, make deposits, prepare billings and claims, prepare monthly and yearly financial reports, draft annual budget for review, and assemble financial records for State Board of Accounts (SBOA) Audit. Ensure all financial transactions are in accordance with the SBOA.

Coordinate publication of annual report, including write, edit, and collect articles and information.

Serve as administrator for conservation grants.

Plan and present at special events and educational field days with children and adults. Assists in coordinating both District programs and activities with other agencies involved in the conservation of soil, water, and natural resources, including Natural Resources and Conservation Service (NRCS), Indiana Department of Natural Resources (IDNR), Purdue Cooperative Extension Service (CES), and Farm Service Agency (FSA).

Serve as recording secretary for SWCD Board of Supervisors, including prepare agendas, create reports, record minutes, and issue mailings to Board members.

Plan and coordinate Annual SWCD County Meeting, including supervisor election preparations.

Maintain District Facebook page and develop marketing materials as needed.

Periodically attends seminars and training as required, serving as the District representative. May occasionally work extended or evening hours and occasionally travel out of town for meetings and trainings, sometimes overnight.

Work with minimum supervision and occasionally with others in a team environment.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and five (5) years of relevant experience.

Meet all Department hiring requirements, including passing of criminal background check.

Comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Working knowledge of environmental education, conservation practices, standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations to accomplish duties listed above.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

Working knowledge of Department software, including Microsoft Word, Excel, PowerPoint, Publisher, QuickBooks, and website development programs.

II. RESPONSIBILITY:

Incumbent receives indirect or occasional supervision and performs standard recurring duties according to Department policies and procedures, with priorities determined by a flexible routine and service needs of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments and agencies, including Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA), Indiana State Department of Agriculture (ISDA): Division of Soil Conservation, Purdue Cooperative Extension Service (CES), Department of Natural Resources (DNR), Indiana Department of Environmental Management (IDEM), Arrow Head Country RC&D, and the public, for the purposes of exchanging information, rendering services, and coordinating programs, meetings and activities.

Incumbent reports directly to SWCD Board Chairperson.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs majority of duties in standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, crouching/kneeling, reaching, keyboarding, speaking clearly, bending, color perception, close vision, and hearing sounds/communication.

Incumbent occasionally works extended, weekend, and/or evening hours, and occasionally travels out of town for meetings and training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Office Administration describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes No

Applicant/Employee signature

Date

Print or Type Name