

# AgriLife Extension Receptionist

## Job Description

### Job Summary

- Work within the Tyler County AgriLife Extension in a clerical position.
- Reports to Tyler County AgriLife Extension Agents
- Part-time- 20 to 28 hours per week

### Duties

- Answering the phone
- Greeting office visitors
- Directing Office visitors and phone calls to the appropriate agency if not Extension.
- Attend Extension based meetings based on the needs of the County
- Assist Extension Agents with documentation upkeep
- General Clerical Duties
- Other duties as assigned by Extension Agents

### Qualifications

- Computer Skills
  - Word
  - Excel
  - PowerPoint
- Office equipment
  - Copier
  - Phone
  - Fax
- Valid Texas Driver's License
- High School diploma or equivalent
- Interpersonal skills- ability to communicate clearly, polite, well mannered, independent thinker and problem solver

**Ideal candidates** will have experience and/or education in customer service or public relations.

### Salary and Benefits

- This position pays \$12.00 to \$14.00 per hour based on experience and education.
- This position does not offer benefits except for County Retirement system. (TCDRA)