AUBURN
Human Resources

Agent Assistant I

Job Description

JOB INFORMATION

Job Code	CA01A
Job Description Title	Agent Assistant I
Pay Grade	OP04
Range Minimum	$35,240
33rd %	$39,940
Range Midpoint	$42,280
67th %	$44,630
Range Maximum	$49,330
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/15/2023

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Extension Systems

JOB SUMMARY

Responsible for the delivery and organization of educational programs that are provided to citizens throughout the state of Alabama

RESPONSIBILITIES

- Selects, reviews, and delivers pre-designed educational programs based on a defined curriculum to adults and youth throughout the county.
- Registers participants for presentations and coordinates meeting locations and times with local city leaders, school administrators and volunteers.
- Distributes and conducts surveys designed to measure the effectiveness of the educational programs and the ability to reach the adults and youth attending these programs.
- Responsible for gathering and submitting annual enrollment and demographic information for the purpose of submitting it to state and federal officials.
- Coordinates volunteers in areas where additional assistance is needed to obtain the highest rate of effectiveness.
- Performs all clerical responsibilities pertaining to program reports, news releases, newsletters, filing and program overviews.
- Responsible for documenting worked hours, miles driven for work purposes and keeping an accurate count of expenditures for supplies.
- May coordinate or assist in coordinating fundraising activities that benefit educational programming.
- May research, design, and implement new educational program.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	4 years of	experience in the organization and/or presentation of pre-designed educational programs/services, customer service, administrative support/clerical or related experience.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Some positions may require content specific certification and or licensing.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.