

Irion County is Now Hiring!

Position: Extension Secretary/County Support person

Job Description:

This position of “Extension Secretary/County Support person” works primarily with the Irion County Extension Agent’s office but also performs duties for the county’s government that are required by the county judge.

For the Extension office, the Extension Secretary/County Support person is responsible for organizing and coordinating Extension office operations and procedures in order to ensure organizational effectiveness and efficiency. The person in this position plays a vital role in the success of the total County Extension Program. Public served include 4-H member families and other youth, school faculty, extension faculty, business people, community leaders, adult volunteers, livestock producers, and the public in general.

The Extension Secretary/County Support person will also work for Irion County to place indigent healthcare recipients, assist in managing the Irion County government website, and any other duties required.

Since the county agent and county judge are often out of the office, the Extension Secretary/County Support person must have a diligent attitude and a strong work ethic in order to complete duties without constant supervision.

Qualifications:

- High School Diploma or Degree from an accredited University
- Knowledge and skills in Microsoft Office (Word, Excel, PowerPoint)
- Adept with social media - posting information and notifications
- Ability to track, maintain, and account for expenses and funds

Extension Job Requirements:

- Excellent communication skills, both written and oral
- Ability to plan, organize, and complete detailed work independently
- Willing and able to learn new skills and refine existing skills as needed
- Assist Agent in any tasks involving extension as asked to do so
- Help Agent Prepare Monthly reports for AgriLife State office as well as the USDA
- Maintain Extension/4-H Activity and Education checking account
- Assist the Extension Agent as they use a variety of teaching methods, techniques, activities, and materials in conducting educational programs
- Ability to maintain a high level of accuracy in preparing, entering and reporting information
- Assist with and maintain livestock validation paperwork for horse, lamb, steer, swine and goat projects
- Assist families with stock show entry paperwork for county and major shows
- Collect livestock validation fees and entry fees
- Ensure all 4-Hers have completed all required paperwork prior to receiving show checks

- Assist the Extension Agent in preparing the Texas AgriLife Extension budget for the fiscal year
- Maintain the Extension/4-H website by updating and posting articles, newsletters, and county information
- Assist the Extension Agent with social media maintenance

County Government Job Requirements:

- Post government notices, reports, and information on the Irion County website and assist with maintenance and compliance requirements of the website.
- Interview, qualify, register, and assist indigent citizens with healthcare funds, submit reports and bills as necessary, and make payments to health care facilities on behalf of qualified indigent residents
- Report indigent health activity to the commissioner's court
- Perform any added clerical or support functions to the county as assigned by the county judge

Physical Demands:

- The Secretary/Support person will spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Secretary/Support person will also have to do some lifting of supplies and materials, up to 50 pounds, from time to time.

Environmental Conditions:

- The Secretary/Support person is faced with constant interruptions and must meet with others on a regular basis. This Position will work hours of 8:00 a.m. – 4:30 p.m. Monday through Friday, with 30 minutes for lunch.

Mental Demands:

- There are a number of deadlines associated with this position, which may cause significant stress. The Secretary/Support person must also deal with a wide variety of people on various issues. The ability to keep confidential information confidential is absolutely essential.

Pay:

- Commiserate with experience and qualifications: \$39,000 - \$43,000 with medical and retirement benefits

To Apply:

<http://www.co.irion.tx.us/>

Go to the Employment Opportunities menu item. Print the job application, complete, and submit to the extension office in the annex behind the courthouse or to the county attorney's office on the 2nd floor of the courthouse. Applications can also be picked up in the county clerk's office.

Deadline to apply: September 3, 2025 at 4 p.m.