



29th District Agricultural Association

TITLE: Part Time Office Assistant

REPORTS TO: MANAGEMENT CONSULTANT

ANNUAL WORKDAYS: 125

Duty Statement:

- Excellent customer service both on the phone and in person
- Prepare checks
- Familiarity with business bookkeeping
- Process daily mail
- Prepare bank deposits
- Maintain comprehensive files
- Maintain office supplies
- Assist with the planning of the annual county fair
- Handle cash and cash receipts
- Knowledge of Fair, Premium Book, and entries
- Trained at ticket window
- Interim Rental Contracts and event calendar
- Work together with maintenance staff, Board of Directors, and Temporary Staff
- Work with auditors on annual audits
- Other duties as assigned