

DAKOTA COUNTY AGRICULTURAL SOCIETY

Position Title: Dakota County Fair Office Assistant

Accountable to: Office Manager

Purpose of this position:

Assist in the day-to-day operations of Dakota County Fair Office. Perform all work with limited supervision. Work includes a variety of administrative tasks. This is a part-time position for the summer months but could be more full-time come July and August.

Major responsibilities and duties include:

These examples do not include all possible tasks in this job and do not limit the assignment of related tasks in this position.

- Making copies of documents as needed.
- Greeting visitors and customers.
- Answering phones and recording and delivering phone messages.
- Organizing and maintaining programs and organizational files.
- Sending and receiving emails
- Answering questions about the fair and fair grounds.
- Updating the Dakota County Fair website
- Filing documents as needed
- Other duties as assigned by the Office Manager.
- Assist with social media accounts

Skills/Knowledge/Abilities include:

- Secretarial skills
- Ability to deal courteously and cooperatively with callers, client and staff.
- Knowledge and experience with Microsoft Office Suite
- Knowledge of office practices and procedures.
- Ability to handle confidential information.
- Basic knowledge of the Dakota County Fair

If Interested, please call 651-463-6900 and ask for Kristine. Would like to have position start right after school is out.