



**Mission:** To provide noxious weed and pest management services to the residents of Fremont County by applying integrated pest management practices which consider the environment, the economy, and the well-being of our resources.

*Safety \* Public Service \* Communication \* Innovation \* Dedication \* Education*

## **Job Title – Office and Warehouse Assistant**

**Location** - Lander, Wyoming

**Reports To** - District Supervisor

### **FLSA Status - Non-Exempt (Overtime Eligible), Full-Time, Seasonal**

This position is classified as non-exempt under the Fair Labor Standards Act (FLSA) and is eligible for overtime compensation in accordance with federal and state law.

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## **Position Summary**

Under the supervision of the District Supervisor, or their designee, this position assists full-time administrative staff with the accounts receivable bookkeeping, records management, warehouse sales, and general administrative functions for the Fremont County Weed and Pest District.

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## **Essential Functions**

The following duties are considered essential functions of this position:

### **1. Accounts Receivable & Financial Administration**

- Assists with District accounts receivable functions.
- Processes customer billing and agency billing.
- Enters and maintains financial data in QuickBooks and other District systems.
- Assists with work order entry and inventory sales tracking.

### **2. Records & Inventory Management**

- Assists with record keeping in accordance with District records retention policies.
- Assists with chemical inventory records for Lander and Riverton warehouses.
- Assists with maintenance of required forms, labels, reports, and related documentation.

### **3. Administrative Support**

- Assists with general office management and administrative operations.

### **4. Warehouse Sales & Customer Service**

- Assists the public with retail warehouse sales at Lander and Riverton locations.

- Serves as primary point of contact for incoming telephone calls and walk-in inquiries.
- Maintains professional customer service standards.

## **6. Equipment & Safety**

- Safely operates and maintains assigned office equipment and computer systems.
- Safely handles and assists in the storage and sale of pesticides and regulated products in compliance with applicable laws and District policy.
- Complies with all District safety procedures.

## **7. Other Duties**

- Performs other duties as assigned by the District Supervisor, or their designee, consistent with the nature of the position.

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## **Minimum Qualifications**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Knowledge, Skills, and Abilities**

- Ability to prepare, read, and interpret financial and business reports.
- Ability to maintain accurate records and meet deadlines.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and professionally, both orally and in writing.
- Ability to maintain effective working relationships with coworkers, customers, and the public.
- Ability to handle confidential and sensitive information appropriately.

## **Mathematical Ability**

- Ability to calculate figures and amounts such as discounts, interest, percentages, proportions, and basic inventory quantities.

## **Reasoning Ability**

- Ability to identify problems, collect and analyze data, and draw reasonable conclusions.
- Ability to interpret written instructions and apply policies and procedures appropriately.

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## **Physical Demands**

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands and fingers to operate office equipment and computers.

- Frequently required to sit, stand, walk, speak, and hear.
  - May occasionally lift and/or move boxes, inventory, or office equipment (generally up to 40 pounds).
  - Requires the ability to read printed materials and computer screens and to safely navigate office and warehouse environments.
  - May be required to wear appropriate personal protective equipment (PPE) when handling pesticides or warehouse materials.
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### **Work Environment**

- Work is primarily performed in an office and warehouse environment.
  - Noise level is typically moderate.
  - Position may involve exposure to chemical odors and agricultural products.
  - Position requires safe handling and sale of pesticides in accordance with product labeling, District policy, and applicable law.
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### **Additional Requirements**

- Drug testing may be conducted in accordance with District policy and applicable law.
  - The District maintains a smoke-free workplace.
  - Employees must comply with all District policies, safety requirements, and applicable state and federal regulations.
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### **Equal Employment Opportunity Statement**

Fremont County Weed and Pest District is an Equal Opportunity Employer. All qualified applicants and employees will receive consideration without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local law.

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### **Disclaimer**

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The District reserves the right to modify or revise this job description at any time.