

**AMERICAN JERSEY CATTLE ASSOCIATION
NATIONAL ALL-JERSEY INC.**

POSITION DESCRIPTION

Position: Herd Services Assistant, part-time

Objective: Process Records and provide customer service.

Location: Based in the AJCA-NAJ Headquarters, Reynoldsburg, Ohio.

Reports to: Assistant Herd Services Manager

Essential Duties and Responsibilities: Provide excellent customer service by marketing, answering questions and offering information regarding AJCA programs and services in the following areas:

- I. **Herd Services** – process registrations and transfers for customers; issue new customer numbers and process address changes and other requested updates; make corrections and updates to animal pedigrees; and assist with mailings and departmental filings.
- II. **Jersey Tags** – assist with processing JerseyTag orders and provide support to staff and customers.
- III. **Genomics - Parentage Verification** – Assist with ordering genomic test kits requested by staff and customers; aid in providing parentage results from genomic testing; help with pedigree updates based on parentage conflicts.
- IV. **Appraisal Program** - Provide assistance to the Assistant Herd Services Manager as needed.
- V. **Other duties** – Provide back-up receptionist duties, back-up to the mailroom and other duties as assigned.

Placement Standards:

Organized, self-motivated and detail-oriented individual possessing general office knowledge and computer skills including, but not limited to, Microsoft word processing, spreadsheet, and database applications. Strong written and oral communications skills. Position requires frequent contact with members and dairy industry professionals. Ability to multitask and prioritize assignment. General knowledge of agriculture and/or the dairy industry a plus.

Working Conditions: Part-time position, up to 24 hours a week. Works in an office setting.

Qualified candidates should submit a letter of application and résumé to Erick Metzger, Manager of Herd Services, 6486 E. Main St., Reynoldsburg, OH 43068-2362. Applications may also be submitted by fax at 614/861.8040 or by [email](mailto:emetzger@usjersey.com) with “Herd Services Assistant” in the Subject Line of the message to emetzger@usjersey.com.

This position description in no way states or implies that these are the only duties to be performed by this employee. This person will be required to follow any other instructions and to perform any other duties requested by the Assistant Herd Service Manager, Herd Service Manager, Executive Secretary or his designate.