

Office Professional Position

Description for County Extension Office

K-State Research and Extension, Leavenworth County



Employer and Supervisor:

The office professional reports to the county director and other extension agents. The county extension council provides the salary and benefits.

General Responsibilities:

The extension office professional provides general administrative support to the local K-State Research and Extension educational program.

Specific Responsibilities:

Present the first impression of the local extension program and K-State Research and Extension while greeting the public and answering the telephone.

Respond to routine requests from the public. Refer other requests to the appropriate individual.

Prepare Extension Council financial records: expenses, receipts, deposits, payroll, and checks using Quickbooks.

Keep records for state and federal reports, workers' compensation, and prepare W-2's.

Be familiar with schedules of agents in order to respond to phone calls and office visits.

Open, sort, and date-stamp mail. Scan and note due dates for responses. Make copies as appropriate to keep everyone informed of important information.

Classify, sort and file correspondence, records and other information for future retrieval.

Maintain web pages with up-to-date information.

Receive and record registrations for events.

Prepare regular and routine documents, logs, reports and schedules.

Coordinate ordering of supplies, equipment and publications.

Perform routine maintenance of office equipment and make arrangements for repair when necessary.

Receive and record cash and checks.

Operate equipment such as a computer, copy machines, etc.

Carry out other related duties as assigned.

Attend occasional training sessions provided by K-State Research and Extension.

Required Knowledge, Abilities and Skills:

Ability to represent the local office of K-State Research and Extension in a professional manner.

Knowledge of English, spelling, grammar and basic math.

Knowledge of the operation of office equipment and personal computers.

Knowledge of standard formats for letters, memos and reports.

Ability to keep sensitive information in a confidential manner.

Ability to learn and apply rules, policies and procedures.

Ability to use basic word processing, spreadsheet and database applications.

Ability to record, file and retrieve information.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships.

Ability to understand and follow step-by-step verbal and written instructions.

The work is primarily sedentary and will be performed at a desk or in the office environment.

The work may require some repetitive movement of the arms and hands.

There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

Training and Experience:

Required: High school diploma. Computer proficiency and experience with Microsoft Office, Excel, and web browsers. Training or experience in operation of other office equipment such as copier, calculator, and other office machines.

Desirable: Additional training and/or graduation from an accredited college or technical school. One or more years' experience as an office secretary and/or receptionist. Proficient with Microsoft Office, Excel and web browsers. Knowledge of Extension programs, including 4-H.

Benefits:

\$12 to \$14 per hour depending on qualifications

Work 40 hours per week, Monday-Friday, 8 a.m.- 5 p.m.

Leave Policy: Vacation Leave 8 hours earned/month

 Sick Leave 8 hours earned/month

Paid holidays, Health Insurance, KPERS

HOW TO APPLY:

If you meet the above requirements and are interested in this position, retrieve an application online at www.leavenworth.ksu.edu or request an application from:

K-State Research and Extension – Leavenworth County

613 Holiday Plaza

Lansing, KS 66043

Applications will be accepted through June 16, 2017

Position to start July 17, 2017

K-State Research and Extension is an Equal Opportunity provider and employer.