

Position Description

Title: Finney County Extension Office Professional

Employer and Supervisor:

The office professional reports to the local unit director and/or other extension agents. The local extension council provides the salary and benefits.

General Responsibilities:

To serve as an office professional to the Finney County Extension Office. Assist the Extension Agents in preparing materials and information necessary in carrying out the total educational program efforts and office financials while providing administrative support.

Specific Responsibilities:

- Responsible to the county extension agents with regard to word processing, data entry, financial records, and other assigned duties.
- 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.
- 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.
- Organize correspondence, records and other information for future retrieval.
- Copy and distribute correspondence, news releases and meeting and event notices via mail, email, or social media.
- Create documents such as newsletters, fliers, brochures, etc.
- Maintain web pages and social media 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.
- Keep publications racks stocked and rotated.
- Manage the documentation associated with the volunteer screening process.
- Perform routine maintenance of office equipment and make arrangements for repair when necessary.
- Keep mailing lists and databases up-to-date.
- Maintain accounts payable, accounts receivable and budgets.
- Prepare monthly financial reports for the board.
- Prepare monthly payroll including filing of state and federal reports.
- Receive and record cash and checks.
- Operate equipment such as computer and copy machines.
- Delegate duties as appropriate to part-time or student employees.
- Carry out other related duties as assigned.

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 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.
- Bilingual is encouraged, but not required

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.

Benefits

The employee will receive a monthly stipend for health insurance (if needed), KPERS, and earn 4 hours vacation, 4 hours sick leave per month, and paid holiday leave.

Salary

Salary will commensurate based on experience and be determined by the Finney County Extension Council.