

## Office Professional with the Barber County Extension Office

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The office professional will work under the supervision of the County Extension Agents. The Executive Board of the County Extension Council is the employer, and the employee will be responsible to the board.

### **General Responsibilities:**

The office professional provides general administrative support to the local K-State Research & Extension educational program while also coordinating social media platforms and e-communications.

The Extension Office is open 8:30 a.m. to 5:00 p.m., Monday through Friday; closed 12-1 for lunch. The Extension Board is open to considering alternative work arrangements.

### **Specific Responsibilities:**

- Greet and assist the public; 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 questions from the public. Refer other requests to the appropriate agent for an answer to their question.
- Be familiar with the schedules of agents in order to respond to phone calls and office visits. It is the agents' responsibility to keep staff informed of their plans and schedule.
- Open, sort, and deliver mail. Visually scan and note due dates for responses. Make copies as appropriate to keep everyone informed of important information
- Keep mail and email lists up-to-date.
- Distribute via social media, mail or email; correspondence, news releases, meeting and event notices.
- Use various software programs in order to create documents (such as newsletters, fliers, brochures etc.) from drafts provided by the Agents.
- Maintain web pages with up-to-date information.
- Receive and record registrations for events.
- Maintain the 4-H database.
- Keep the general office files in order. Classify, sort and file correspondence, records other information for future retrieval.
- Keep the general office orderly, maintaining a professional appearance.
- Keep publications racks stocked and rotated with current topical information in a neat and orderly manner. In absence of the agent, the OP may hand out educational material to answer a specific question. However, if the material does not clearly answer the question, it should then be referred to the agent.
- Perform routine maintenance of office equipment and make arrangements for repair when necessary.
- Financial management; Receive and record cash and checks. Keep financial records for the Barber County Extension Council and 4-H Council. This includes preparing checks, monthly and quarterly reports, and payroll.
- The Extension staff assumes a great deal of responsibility for the county fair each year.

For the Office Professional, this means working on the following items: Update of the Fair Book, entry of class placings, sending correspondence, and various other duties. Some overtime will be required during fair week

- Carry out other related duties as assigned.

### **Qualifications:**

- 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 social media, including Facebook and YouTube.
- 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.

### **Benefits:**

- State KPERS Retirement Plan
- Social Security
- Paid Time Off.
- Salary is negotiable and commensurate with experience as determined by the Executive Board. Increases will be determined by the board with input from the County Extension Agents.

### **Contact:**

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**Kansas State University Agricultural Experiment Station  
and Cooperative Extension Service**

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Extension  
Barber County

K-State Research and Extension is an equal  
opportunity provider and employer.