Office Professional Position Description for County/District Extension Offices

K-State Research and Extension

SAMPLE - PLEASE MODIFY FOR PARTICULAR POSITION

Employer and Supervisor:

The office professional reports to the county/district director and/or other extension agents. The county extension council or district governing body 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: (The particular job may require responsibilities be added to or deleted from this list).

- 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.
- Classify, sort and file correspondence, records and other information for future retrieval.
- Prepare from a draft, copy and distribute, via mail or email, correspondence, news releases and meeting and event notices.
- Using word processing software and working from a draft provided by agents, create documents such as newsletters, fliers, brochures, etc.
- Maintain web pages with up-to-date information.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports and schedules.
- Maintain databases.
- Coordinate ordering of supplies, equipment and publications.
- Keep publications racks stocked and rotated.

- Perform routine maintenance of office equipment and make arrangements for repair when necessary.
- Keep mailing lists up-to-date.
- Maintain accounts payable, accounts receivable and budgets including grants.
- Prepare monthly financial reports for the board/governing body and K-State Research and Extension.
- Prepare monthly payroll including filing of state and federal reports.
- Receive and record cash and checks.
- Operate equipment such as computer, mail meters, copy machines, etc.
- Assign duties 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 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

(List available benefits, such as KPERS, health insurance, vacation, sick and holiday leaves.)

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