Wabaunsee County
Part-Time Office Professional Job Description

Employer and Supervisor:
The office professional reports to the county director and/or other extension agents. The county extension council provides the salary and benefits.

General Responsibilities:
The Extension Office Professional provides general administrative support to the K-State Research and Extension – Wabaunsee County educational program.

Specific Responsibilities: (The particular job may require responsibilities be added to or deleted from this list, depending on the candidate’s strengths)
- Present the first impression of the Wabaunsee County 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 office staff 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.
- 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 and databases up-to-date.
- Receive and record cash and checks.
- Operate equipment such as computer, mail meter, copy machines, etc.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills:
- Represent K-State Research and Extension – Wabaunsee County office in a professional manner.
- Be a flexible, team player with a positive, can-do attitude and ability to work collaboratively with co-workers and volunteers in a fast-paced environment.
- Highly motivated, results-oriented, self-starter able to work independently to produce high-quality work, managing multiple projects at a time.
- Professional, well-organized, and strong attention to detail.
- Committed to excellence, curiosity, and eager to constantly learn and grow.
- 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 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 the educational events.

**Benefits**
- KPERS
- Vacation, Sick, and Holiday Leave

Probationary period for the first 90 days with annual evaluations following thereafter.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

K-State Research and Extension is an equal opportunity provider and employer. A criminal background check is required.

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