

# Office Professional Position Description for the Golden Prairie Extension District

## K-State Extension

### Employer and Supervisor:

The Office Professional reports to the district director and/or other extension agents. The district governing body provides the salary and benefits.

### General Responsibilities:

The Extension Office Professional provides general administrative support to the local K-State Extension educational program.

### Specific Responsibilities:

- Present the first impression of the local extension program and K-State Extension while greeting the public and answering the phone.
- Respond to routine requests from the public. Refer other requests to the appropriate individual.
- Be familiar with the 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.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports, and schedules.
- Maintain databases.
- Coordinate ordering of supplies, equipment, and publications with the district business office.
- 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.
- Receive and record cash and checks.
- Operate equipment such as computers, phones, 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 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 confidential.
- 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.
- Have and maintain a valid driver's license

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 Can Include:**

KPERS, health insurance stipend, cell phone stipend, vacation, sick, and holiday leaves.

K-State Extension – Golden Prairie District is an equal opportunity provider and employer. A criminal background check is required.