K-State Research and Extension-Greenwood County Office
Office Professional

Submit application, resume, and cover letter to benjam63@ksu.edu, or to Extension Office at below address.

Our Mission: The mission of K-State Research and Extension-Greenwood County is to provide research-based information that improves the lives and livelihoods of Greenwood County residents. Extension educators provide public programs and consultation related to Water, Health, Global Food Systems, Community Vitality and Developing Tomorrow’s Leaders.

Office Location:
Greenwood County Courthouse
311 N Main St., Suite 7
Eureka, KS 67045
620-583-7455
www.greenwood.k-state.edu
benjam63@ksu.edu

Purpose: The Office Professional is the first point of contact for any customers visiting or contacting our office. The Office Professional is expected to deliver excellent customer service to all Extension Program users. Under general supervision, this position provides administrative support to the staff housed in the Eureka office while greeting and communicating with the public, face to face, via the phone or by other electronic communication methods. The Office Professional reports to the County Extension Agents and to the County Extension Director. This position is responsible for performing a wide variety of clerical duties and performs other duties as assigned.

Responsibilities: Administrative Assistant/Financial Management – 50%

Monthly Financials

- State Income Taxes
- Payroll
- QuickBooks
- Accounts payable and financial statements for Executive Board Meetings
- Prepare accounts receivable and make deposits
- KPERS online
- EFTPS Monthly Online
- State Tax Quarterly Online
- Prepare Board Packets

End of the Year

- State Sales Tax
- W2’s & W3 (File With IRS)
- K2’s & K3 (File With the State of Kansas)

Monthly Audits
Yearly Audits
Purchasing Office Supplies

Responsibilities: Customer Service/Clerical – 50%
Typical Physical Demands: The work is primarily sedentary and will be performed at a desk or in an 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.

Typical Mental Demands: Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to solve practical problems, interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common sense to carry out instructions furnished in written, oral or diagram form.

Working Conditions: Quiet, temperature-controlled office environment.

Work Habits and Attitude Expected:
• Timeliness – Arrive at work on time. Complete assigned work in a timely manner.
• Cooperation with and loyalty to all agents and K-State.
• Ability and willingness to follow instructions and directions.
• Exhibit organized work habits.
• Present a groomed appearance, pleasant personality and disposition.

Employment Terms
• Probationary Period – Three months from the date of hire.
• Salary – Starting rate will be $13-$16 per hour, based on education, experience, and job duties.
• Work Week – 5 days per week, 52 weeks per year (except for holidays set by the respective Courthouse, vacation and sick leave).
• Hours – 40 hours per week.
• Lunch Break – Specific to office hours.
• Work Breaks – Two, 15 minute breaks daily.
• Holidays – Will follow respective Courthouse holiday schedule. Dependent on the decision by the Director of K-State Research and Extension and Board approval, the office will close the week between Christmas and New Year in accordance with Kansas State University shutdown, with all office staff receiving pay.
• Dress – Business Casual (i.e. khakis, slacks, dresses, skirts, jeans (no holes, tears) Monday through Friday.
• Employee shall hold no other position conflicting with the Greenwood County Extension. Executive Board will determine what is or is not a conflict.
• This job description is an administrative tool for the convenience of Greenwood County Extension and does not create any contractual employment rights. This position is considered to be an at-will position both during the probation period and at all times thereafter. An at-will position means that the employee is hired with the understanding that the employee’s job may be terminated (with or without cause) at any time by the employee or by the employer.

Benefits:
• KPERS retirement available
• PTO earned at the rate of 8 hours per monthly pay period.
• Sick Leave earned at the rate of 8 hours per monthly pay period.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be constructed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

K-State Research and Extension is an equal opportunity provider and employer.
This position will provide educational programs and materials to all people of Greenwood County without regard to race, color, religion, national origin, sex, age or disability