

Office Professional/Receptionist

Unique opportunity for someone interested in public service supporting Geary County K-State Research and Extension agents, volunteers and programs in a full-time position. Diverse clerical duties, high degree of public contact, team environment and great benefits.

Minimum Qualifications:

- Responsible office/clerical experience including in-person and telephone customer service
- Strong computer skills using popular software, internet, e-mail and database entry
- Above average interpersonal skills

Preferred Qualifications:

- Knowledge of K-State Research and Extension programs
- Knowledge, or demonstrated willingness to learn, about Geary County

Applications are available at www.geary.ksu.edu, 119 E. 9th St. in Junction City or by calling 785-238-4161. Resume may accompany but not substitute for required application. Review will begin October 9 and continue until position is filled. K-State Research and Extension is an equal opportunity provider and employer. Background check is required.

Office Professional/Receptionist Position Description

Geary County Extension Office

K-State Research and Extension

Employer and Supervisor:

The Office Professional/Receptionist reports to the office manager, county director and other extension agents. The Geary County Extension Council provides the salary and benefits.

Behavior Standard:

Maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management. Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

General Responsibilities:

The Extension Office Professional Receptionist provides general administrative support to the local K-State Research and Extension educational programs.

Essential Tasks:

- Present a positive first impression of the Geary 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 agents in order to respond to phone calls and office visits.
- Pick up, open, sort and date-stamp mail. Scan and note due dates for responses. Make copies as appropriate to keep everyone informed of important information.
- Process outgoing mail and deliver to the post office.
- Schedule use of the 4-H/Senior Citizens Center. Check out and track keys for the center. Send the center schedule to 4-H/Senior Citizens Center staff and building committee members.
- Prepare, deliver, and retrieve 4-H school enrichment materials. Perform maintenance on school enrichment equipment.
- Support the SNAP-Ed Program to include copying materials, assisting in preparation, and recording results on the web.
- Organize and distribute project materials for 4-H members.
- Maintain and update 4HOnline 4-H Youth Enrollment program and Fair program.
- Support Medicare/SHICK program including scheduling appointments, data entry, appointment reminders, and preparation of client records for appointments with agent.

- Assist with planning and helping at the Geary County Free Fair during July each year.
- Prepare from a draft, copy and distribute, via mail, email or social media, correspondence, news releases and meeting and event notices as delegated.

Marginal Tasks:

- Classify, sort and file correspondence, records and other information for future retrieval.
- Using word processing software and working from a draft provided by agents, create documents such as newsletters, fliers, brochures, etc.
- Proofread and edit documents.
- Receive and record registrations for events.
- Maintain web pages and social media with up-to-date information.
- Prepare, submit and maintain documents, logs, reports and schedules.
- Shop for office supplies and other needed materials.
- Assist to keep paper supply stocked.
- Perform routine maintenance of office equipment and make arrangements for repair when necessary. Check out office equipment to the public and insure that it is returned.
- Keep mailing lists and organization charts up-to-date.
- Maintain databases.
- Receive and record cash and checks.
- Gather and organize supplies for meetings and events.
- Gather supplies and set up for the Annual Meeting of the Extension Council.
- Accept and process soil samples.
- Light cleaning.
- Assist agents in preparing for public programs including scheduling of facilities, contacting media and preparing support materials.

Summary

This position description is not designed to list all tasks and responsibilities of this position. Geary County Extension Office reserves the right to revise or change job duties as the need may arise. This position description does not constitute a written or implied contract of employment.

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 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.
- Maintain a current, valid drivers' license at all times.
- Ability to edit and revise text based on appropriate and acceptable grammar.

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- Knowledge of or demonstrated willingness to learn about Geary County community

The work is primarily sedentary and will usually 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, up to 50 pounds, and other items associated with educational events and office operation.

Benefits:

- Annual Leave - based on years of service
- Sick Leave - 1 day per month with a maximum accumulation of 60 days
- Funeral Leave - up to 3 days in the event of an immediate family member's death
- Holidays as outlined by the Extension Council Executive Board
- Compensatory Time - after 40 hours per week has been worked, accumulated at a rate of one and one-half times the actual minutes or hours worked
- KPERS
- Health Insurance

Date of Application

OFFICE PROFESSIONAL - APPLICATION FOR EMPLOYMENT

A resume may be attached.

NAME

First Name

Middle Initial

Last Name

ADDRESS

Street Address

City

State

Zipcode

TELEPHONE (Mobile)

(Home)

E-MAIL ADDRESS

What is the earliest date you will be available to start work?

EDUCATION

High School Diploma or GED certificate Yes

No

COLLEGE, BUSINESS OR VO-TECH SCHOOLS ATTENDED

List names and locations of schools, degrees or certificates received and special skills learned. Limit 1100 characters

PLEASE LIST COMPUTER SKILLS: Limit 1600 characters

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JOB SKILLS

This is a skill inventory to determine relevant education and/or work experience for the skill(s). Please all box(es) that apply.
Indicate years of experience.

SKILL DEFINITION	TRAINING	YEARS OF EXPERIENCE
OFFICE AND ADMINISTRATIVE SUPPORT: General office and administrative support.		
GENERAL ACCOUNTING: Recording/verifying/classifying accounts payable and/or accounts receivable transactions; and/or training at high school or post-high school level in bookkeeping, accounting, spreadsheet applications, business math, business law and/or business taxes.		
CLERICAL SPECIALITIES: Office Management: Coordinating activities of an office, such as wordprocessing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services.		
Operating Copiers: Operating and maintaining a copy machine in making copies, may include collating, stacking and stapling functions.		
Mail Handling: Sorting, processing, and delivering mail.		
Filing: Classifying, sorting and filing correspondence (electronic and hard copies), records and other data in alphabetical or numerical order, or according to subject matter or other filing systems.		
Answering Multiple-Line Telephone: Answering and operating a multiple line telephone that features second call answering, automatic dialing, busy override, three way transfer, conferencing and call waiting, etc.		
Receptionist Duties: Greeting the public, referring telephone calls and persons to offices or office personnel.		
Cashiering: Receiving and disbursing money and recording transactions.		
General Recording: Preparing, reviewing, maintaining, routing and coordinating recorded information; checking records and schedules for accuracy.		
Payroll/Personnel Record keeping: Computing and posting wage data to payroll records; such as income tax withholding, social security payments, and insurance.		
WORD PROCESSING: Entering Data into Computer: Entering data and record changes into a computer software application.		
Desk Top Publishing: Using word processing software to create documents such as: letterhead, newsletters, advertisement, flyers, graphics, etc.		
Merging Documents: Using software functions, keys or programs in combining files or parts of files into a single document for word processing, spreadsheet or data management application.		
Add Graphics to Documents: Creating and adding graphics/charts to word processing/spreadsheet documents.		
Designing and maintaining web pages: Creating and modifying information and documents on websites.		
GENERAL SECRETARIAL DUTIES: Carrying out general administrative or office duties which may include operational functions of an organization unit.		
Maintain Appointment Log: Maintaining an appointment log for staff.		

SKILLS DEFINITION (CONT.)	TRAINING	YEARS OF EXPERIENCE
GENERAL SKILLS: Composing Correspondence: Writing general business letters and reports, using prescribed format and conforming to all rules of punctuation, grammar and style.		
Proofreading and Editing: Proofreading and editing written materials to ensure compliance with punctuation and grammar rules.		
Preparing Specifications: Developing written, detailed requirements for purchase, modification or repair of equipment, vehicles and/or facilities.		
Graphic Data Presentation: Determining media and format for graphic presentation of data.		
Budget Preparation: Preparing a budget through analyzing past and present financial operations and estimating future revenues and expenditures.		
Mathematics-Basic: Studying or applying the basic mathematics principles of addition, subtraction, multiplication or division.		
Project Management: Directing the overall execution of a defined project including development of processes/procedures with respect to time restraints.		
Lead worker: Assigning, instructing and reviewing work of others on a daily or special project basis.		
Supervisory: Assigning, and reviewing the work of subordinates, rating work performance, hiring or recommending hiring, resolving, disciplinary problems and grievances.		
Administrative: Executing organizational policy, goals or objectives.		

Please list any job skills you may have that are not listed above.

WORK HISTORY

List in order all positions you have held starting with most current, including any time you were in business for yourself and any periods of military service. If your duties changed significantly in the course of any employment, indicate changes as separate employment. Resume may not be substituted for following employment history.

Last or Present Employment

Employer: _____ Job Title: _____
 Address: _____ Dates of employment: _____ to _____
 Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
 Type of Business: _____ # of People Supervised: _____ for _____ years _____ months
 Duties While Employed (also list equipment used regularly in the work of this position): _____

Reason for Leaving: _____

Other Employment

Employer: _____ Job Title: _____
 Address: _____ Dates of employment: _____ to _____
 Phone: _____ Hours per Week: _____ Immediate Supervisor: _____
 Type of Business: _____ # of People Supervised: _____ for _____ years _____ months
 Duties While Employed (also list equipment used regularly in the work of this position): _____

Reason for Leaving: _____

Other Employment (CONT.)

Employer: Job Title:
Address: Dates of employment: to
Phone: Hours per Week: Immediate Supervisor:
Type of Business: # of People Supervised: for years months
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

Employer: Job Title:
Address: Dates of employment: to
Phone: Hours per Week: Immediate Supervisor:
Type of Business: # of People Supervised: for years months
Duties While Employed (also list equipment used regularly in the work of this position):

Reason for Leaving:

REFERENCES

May we contact your present employer regarding your qualifications? Yes No

Please list three persons in addition to the employers named above. Do not include relatives.

Name Telephone

Address

Name Telephone

Address

Name Telephone

Address

To the best of my knowledge, all answers to the foregoing are true and correct. I hereby grant permission to K-State Research and Extension to contact each of my former employers listed above concerning my qualifications for employment. Permission is also granted to each of my former employers to give K-State Research and Extension information they may have with respect to my work experience with them.

Signature