

Thomas County Extension is accepting applications for a temporary employee. The work will consist of general administrative support to the local K-State Research and Extension educational program, which includes Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth and Development, and Community Development.

Specific responsibilities include, but are not limited to:

- Present the first impression of the local extension program while greeting the public and answering the telephone.
- Respond to routine requests from the public.
- 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.
- Receive and record registrations for events.
- Maintain accounts payable, accounts receivable, and budgets.
- 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.
- 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/advanced 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.

This is a temporary position for 12 weeks beginning mid-February. Application deadline is May 10, 2019, at 5 p.m. Applications are available online at www.thomas.ksu.edu, in the Thomas County Extension Office located in the Thomas County Office Complex at 350 S. Range Ave., Colby, Kansas between the hours of 8 a.m. until noon and 1 – 5 p.m., Monday through Friday, or contact Sheryl Carson, Extension Director, at scarson@ksu.edu. The Extension office telephone is (785) 460-4582. Thomas County Extension is an equal opportunity employer.