

## Office Professional Position Description

Full-Time position

**Employer and Supervisor:** K-State Research and Extension-Butler County

The office professional reports to the local unit director and/or other extension agents. The local extension board provides the salary and the benefits.

**Application Deadline:** Monday, August 22nd, 2022

### Job Description

#### Position Summary:

This position is responsible for greeting, welcoming and directing the public and visitors to the appropriate individual, event or information. This role serves as the office professional support for the entire K-State Research and Extension/Butler County program.

### Job Requirements

#### Primary Responsibilities:

- Greet visitors. Answer and direct calls. Respond to routine requests from the public and clients.
- Prepare and distribute paper and electronic materials.
- Process class and event registrations utilizing online software
- Prepare routine documents, logs, reports, etc. sort and file materials
- Maintain databases and mailing lists.
- Edit and design written materials, flyers, brochures, documents, newsletters etc. that will be used for print, social media and promotion including but not limited to documents and videos.
- Perform other duties as assigned.

#### Knowledge, Skills and Experience

- Customer service focused. Must enjoy working with the public and exhibit grace under pressure.
- Excellent communication skills, written, verbal and interpersonal.
- Learn quickly, follow instructions, multi-task with good time-management skills and attention to detail. Strong organizational skills required.
- Writing, spelling, grammar and basic math. Ability to edit educational materials.
- Operate general office equipment and personal computers.
- Proficient in Microsoft Office 2010 suites and programs, including Excel, Publisher, Outlook and Word.
- Word processing, spreadsheet and database in a PC environment
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality
- Excellent work ethic
- Ability to follow step-by-step verbal and written instructions
- Ability to adapt to changing situations

## **Requirements**

### **Education and Experience**

- High school diploma. Additional training a plus
- Minimum of 2 years professional experience working in an office environment.

Work duties are primarily sedentary and will be performed at a desk or in an office environment. 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. Successful applicants should enjoy working with the public and in a team environment while maintain a friendly attitude when interacting with people.

### **Benefits and Background Check:**

Benefits include KPERS, vacation and sick leave. No health insurance is provided. A background check will be conducted.

### **Salary Range**

\$15.50 starting salary dependent upon qualifications

### **How to Apply**

Applications can be found online at [www.butler.ksu.edu](http://www.butler.ksu.edu)

K-State Research and Extension is committed to making its services, activities, and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, please contact our office. K-State Research and Extension is an equal opportunity provider and employer.

K-State Research and Extension provides educational programs and materials to all people of the county without regard to race, color, religion, national origin, sex age or disability.

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

***K-State Research and Extension is an equal opportunity provider and employer.***

## 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
<b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> General office and administrative support.		
<b>GENERAL ACCOUNTING:</b> 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.		
<b>CLERICAL SPECIALITIES:</b> 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.		
<b>WORD PROCESSING:</b> 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.		
<b>GENERAL SECRETARIAL DUTIES:</b> 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
<b>GENERAL SKILLS:</b> 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.)**

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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:

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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:

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**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

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Name Telephone

Address

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Name Telephone

Address

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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.

Return Forms to:  
Butler County Extension Office  
206 N. Griffith, Suite A  
El Dorado, KS 67042  
KSU 8-29OP (March 2016)

\_\_\_\_\_  
Signature