

Clark County Extension Office Assistant

Position open until filled. Applications received by June 8, 2026, will receive primary consideration. Applicants must pass a background check.

Application Materials: To be considered for this position, a cover letter, resume, and three references that include phone numbers and a relationship to the applicant. Please send the full packet to Emma Klein at edklein@ksu.edu

Location: Clark County Extension Office, 913 Highland, Ashland, KS 67831

Position Type: Full-time, 40 hours a week.

Pay Rate: Starting at \$16.50 and higher, dependent on skills and experience.

Benefits: National holidays are paid, and County benefits are provided.

Description:

The office professional provides general administrative support to the local K-State Extension educational program. This position reports to the local unit director. The local extension board provides the salary and benefits.

Responsibilities:

- Present the first impression of the local 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 schedule of agents 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.
- Organize correspondence, records, and other information for future retrieval.
- Copy and distribute correspondence, news releases and meeting and event notices via mail, email, or social media.
- Create documents such as newsletters, fliers, brochures, etc.
- Maintain web pages and social media with up-to-date information.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports, and schedules.
- Maintain mailing lists and databases.
- Coordinate ordering of supplies, equipment, and publications.
- Maintain local unit publications as necessary.
- Assist with county programming and events, as needed.
- Manage the documentation associated with the volunteer screening process.
- Perform routine maintenance of office equipment and arrange for repair when necessary.

- Experience with or willingness to learn Constant Contact, Zoom, Teams, Canvas, Google Drive, general survey programs, and website maintenance is preferred.
- Familiarity with/ability to post social media.
- Familiarity with technology to set up A/V equipment for a presentation.
- Maintain accounts payable, accounts receivable and budgets as required by Extension program.
- Prepare monthly financial reports for the board.
- Prepare monthly payroll including filing of state and federal reports.
- Receive and record cash and checks.
- Operate equipment such as computer and copy machines.
- Ability to work a flexible schedule/additional hours during occasional busy periods.
- Carry out other related duties as assigned.

Required Knowledge, Abilities and Skills:

- High school diploma required.
- Ability to represent the local office of K-State Research and Extension in a professional and positive manner.
- Knowledge of English, spelling, grammar, and basic math.
- Knowledge of the operation of office equipment, personal computers, word processing, spreadsheet, and database applications.
- 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 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.