



JOB POSTING

Office Manager/Secretary Extension Office

JOB SUMMARY:

The Office Manager will represent the Taney County Extension Office and provide assistance in all areas of the Extension Office.

RESPONSIBILITIES AND DUTIES

- Assist public with requests for assistance in all Extension programs
- Create and maintain mailing lists, program materials, brochures & news releases
- Maintain databases & accounting program
- Prepare and mail all documents
- Accept and Process soil samples for mailing
- Run tests on Johnson Grass and Pressure Gauges
- Make appointments for Volunteer Income Tax Assistance (VITA) Program. Work with VITA coordinators with clients and daily schedules.
- Prepare and make deposits
- Check and pay bills as well as recording transactions in accounting system
- Prepare pertinent information as well as reports and checks for monthly council meetings
- Develop council election materials and ballots, post on website
- Support and assist EES in maintaining website and social media
- Prepare all employee reports as needed as well as materials for the University
- Assist EES and Extension faculty/staff with all reports

QUALIFICATIONS AND SKILLS

- High School Diploma or Equivalent
- Strong communication skills and very detail oriented
- Experience and Knowledge of Extension Services
- Proficient in Windows, Excel and QuickBooks accounting System
- Good Personal relation skills and high ethical standards
- Ability to provide excellent customer service and have exceptional phone etiquette
- Ability to use basic office equipment such as computer, fax machine, copy machine, printer, telephone etc.
- Must be able to work with others and be a self-starter with good organizational skills

REQUIREMENTS

- High School Diploma/GED
- Valid Driver's License
- Must pass background check and drug screening

BENEFITS PACKAGE

- Paid vacation and sick leave
- Paid holidays
- County paid health, dental and life insurance
- Enrollment in Missouri Local Government Employee Retirement System (LAGERS)
- Additional available benefits; flexible spending, disability, voluntary life insurance, AFLAC, vision insurance

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION TO BE CONSIDERED:

- **Resume**
- **Cover Letter**
- **References**

SALARY: \$ 14.04

STATUS: Full Time, 40 hours per week

Applications will be accepted until the position is filled.

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).

Applications can be obtained at www.taneycounty.org.

For information, please call (417) 546-7285.

Posted: March 4, 2023 Initials: DM