



Nebraska Extension - Thurston County Office Assistant

Office Management

- Demonstrate working knowledge of office equipment, computers, social media, and software necessary to conduct the business of the office using Microsoft Office Suite
- Maintain county web page
- Assist staff in preparing for programming/events
- Keep front office neatly arranged and presentable to the public
- Maintain current filing system as agreed upon with extension staff
- Maintain inventory of supplies necessary to operate the office within budget limits
- Maintain records, reports, and financial information as required by Nebraska Extension and Thurston County
- Prepare financial reports for Extension Board and County Supervisors

Public Relations

- Greet “walk-in” clientele in a positive, professional, and friendly manner
- Respond to clientele telephone calls in a positive, professional, and friendly manner
- Within personal skills and knowledge, answer clientele questions and/or refer them to an appropriate extension educator or specialist

Personal and Professional Improvement

- Ability to work without supervision
- Complete work assignments neatly, correctly and on a time, schedule as arranged with extension staff
- Maintain office dress code
- Maintain confidentiality concerning clientele, personnel, and office matters
- Participate in in-service offerings necessary to maintain and conduct office duties
- Observe office hours according to agreed policy including allocated break times

4-H Management

- Maintain in cooperation with Extension Staff 4-H enrollment records and fair entries through a computerized 4-H program
- Maintain office assistance for the Thurston County 4-H program including: ordering and inventory of publications, newsletter preparation and distribution, county fair and state fair entries
- Abide by current 4-H polices as determined by Nebraska Extension

****These duties will be completed throughout the year; some duties will occur more frequently than others.****

Office Culture/Protocol

- Maintain office dress code
- Observe office hours according to agreed policy including allocated break times
- Request vacation leave in advance sufficient for Extension staff to maintain satisfactory operation of the office
- Ability to work without supervision
- Team members work under the guidance of team leader and alongside other team members to ensure that organizational goals are met

Qualifications

- Working knowledge of Microsoft Office Suite, financial management, and other applications
- Excellent organizational skills
- Customer service skills
- Well-developed communication skills
- Minimum of a high school diploma or GED
- Valid Nebraska driver's license
- Must pass a criminal background check and the 4-H volunteer screening

Location: Based in Nebraska Extension office in Pender, Nebraska

Hours: Part time position (15 -25 hrs/week) Regular office hours are Monday – Friday 8:30 - 4:30. Occasional evening/weekend hours may be required.

Salary: This is a county funded position with no benefits available. Hourly rate of \$15.00.

To Apply: Cover letter, resume and references may be sent to Nebraska Extension in Thurston County, 415 Main Street, PO Box 665, Pender, NE 68047.

Application Review Date: Monday, April 3rd applications may be returned electronically. The position will remain open until a suitable candidate is found.

Questions: Contact Jennifer Hansen at 402-385-6041 or jhansen6@unl.edu
Thurston County is an equal opportunity employer.