

**Haskell County**

503 S. Fairgrounds St.  
P.O. Box 580  
Sublette, KS 67877-0580  
620-675-2261  
fax: 620-675-8774

**Seward County**

1081 Stadium Road  
Liberal, KS 67901  
620-624-5604

**Stevens County**

114 E. 5<sup>th</sup> Street  
Hugoton, KS 67951  
620-544-4359

**Kansas State University  
Agricultural Experiment  
Station and Cooperative  
Extension Service**

Kansas State University, County Extension  
Councils, Extension Districts, and U.S.  
Department of Agriculture Cooperating.

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

# WILD WEST DISTRICT

*Office Professional  
Position Description  
K-State Research and Extension  
Wild West District- Liberal Office*

*General Responsibilities:*

We are looking for an office professional with skills in:

1. Customer Service – answer phone, assist with walk in clientele, be available to maintain set office hours.
2. Clerical - open and sort mail, have knowledge of all office equipment
3. 4-H – assist with the local 4H program and county fair.
4. Maintain local web page
5. Event/documents – be able to help plan events and create advertising pieces
6. Multi-task – handle, share and manage many activities towards successful completion

Must be able to keep sensitive information a confidential manner. Must maintain a good reputation on social media. Must conduct all other duties and responsibilities as assigned.

A complete job description is available. This will be a 35-hour work week. The work is primarily sedentary and will be performed at a desk or in the office environment. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events.

Your employment with K-State Research and Extension-Wild West District will be contingent upon applicant's clear background check.

**Benefits:**

The starting pay for this position will be \$12.50 per hour, possible adjustment depending on experience. Employee will receive 12 days of sick and 12 days of vacation (per year) plus all holidays off per year (determined by our board yearly). This position will also receive KPERS benefits. Health insurance is offered with the District paying \$150 towards the premium monthly.

This position will be located at the Wild West District Extension office in Liberal, KS. For more information, or questions, please contact the Kristin Penner at 620-675-2261. To apply, please visit our web site <https://wildwest.k-state.edu/> or stop by 1081 Stadium Rd Liberal, KS 67901 to pick up and application. Applications must be received by September 9<sup>th</sup> by 5 pm to the Liberal office or email [pennerkr@ksu.edu](mailto:pennerkr@ksu.edu). Interviews will take place September 11<sup>th</sup>.