

# **Job Announcement**

## **Full Time Clerk/Office Manager in Extension Office**

### **SKILLS AND REQUIREMENTS:**

- Applicant must have a minimum of high school diploma or its equivalency
- Applicant must be computer literate and have legible handwriting
- Applicant must have knowledge and experience with computers and general clerical work
- Applicant must have good organizational skills and be able to multitask efficiently
- Applicant must have a strong work ethic and work well with others
- Applicant must have the ability to meet deadlines and maintain confidentiality of clientele

### **DUTIES INCLUDE BUT NOT LIMITED TO:**

- Working with the public both in person and on the phone
- Maintaining office files and keeping files in compliance with Texas A&M AgriLife Extension Service Records Retention Policy
- Conducting general clerical and office administration duties
- Assist in planning, promotion, and facilitation of Extension Educational Activities
- Assist with the facilitation of the 4-H program through communication with current and prospective 4-H families
- Assist with 4-H Contest and Livestock Show entries and school eligibility and extra-curricular absence requests
- Agree to be bonded and carry out financial transactions professionally and correctly
- Willingness to be trained in various subjects according to AgriLife policies and direction

Hutchinson County Application Employment Forms are available from the Hutchinson County Website <https://www.co.hutchinson.tx.us/> , Phone (806)878-4010 or Fax (806)878-4029

**Due to COVID-19 the courthouse is currently closed. Please email completed applications to [amyb@hutchinsoncnty.com](mailto:amyb@hutchinsoncnty.com) or [ksargent@hutchinsoncnty.com](mailto:ksargent@hutchinsoncnty.com) or you may fax applications to (806)878-4029.**

**Closing date for accepting applications will be May 28, 2020 at 5:00 p.m.**