

## RECEPTIONIST/SECRETARY FOR BUFFALO COUNTY EXTENSION OFFICE

### **General Purpose**

Greet visitors to the department and respond to inquiries and/or refer visitors to the appropriate resource. Respond to inquiries through telephone and email and/or refer to the appropriate resource. Provide primary support for the Buffalo County Fair and related activities, provide general support of the 4-H program and provide clerical support for the Extension staff. Applicants must complete a standard application at [www.buffalocounty.ne.gov/EMPLOYMENT](http://www.buffalocounty.ne.gov/EMPLOYMENT). Applicants must also submit a resume and cover letter. Incomplete applications will not be considered.

### **General Comments**

The complete job description is included.

### **Minimum Qualifications**

- Excellent public relations and customer service skills preferred
- Thorough knowledge of routine office procedures, standard clerical techniques and office equipment.
- Ability to establish and maintain effective working relationships with the public, supervisors and fellow employees.
- Applicants must pass a detailed background check.

### **Wages**

- This position is a non-exempt position
- Starting wage will be between \$11.00-\$12.00 per hour.
- Comprehensive benefit package including retirement

### **Application Submission**

Please submit a complete application, resume, and cover letter to:

Buffalo County Extension Office  
1400 E. 34<sup>th</sup> St.  
Kearney, NE 68847

**OR**

You can email a complete application, resume, and cover letter to [verickson2@unl.edu](mailto:verickson2@unl.edu)

Applications will be accepted until 5:00 p.m. on Friday, April 1, 2016.

EOE/AA/Veterans Preference