



## Position Vacancy

### Office Manager/Education Support Staff

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An associate's degree in agriculture, business, education, home economics, or related field is preferred, but not required. Previous office/secretarial experience is preferred. Excellent leadership, interpersonal, and communication skills are essential. Strong time management and organizational skills, as well as computer proficiency in word processing and spreadsheet programs required. Prefer experience working with youth through other organizations as an employee or volunteer. Knowledge of specialized computer software including data management programs is beneficial.

APPLY NOW! Application information and position description are available at the Extension Office or online at [extension.unl.edu/statewide/richardson](http://extension.unl.edu/statewide/richardson). Deadline to submit applications is Friday, December 6. Richardson County is an equal opportunity employer.





**NEBRASKA EXTENSION – RICHARDSON COUNTY  
OFFICE MANAGER/EDUCATION SUPPORT STAFF  
VACANCY ANNOUNCEMENT**

Applications are now being accepted for the position of Office Manager/Education Support Staff at the Nebraska Extension – Richardson County Office in Falls City.

An associate's degree in agriculture, business, education, home economics, or related field is preferred, but not required. Previous office/secretarial experience is preferred. Excellent leadership, interpersonal, and communication skills are essential. Strong time management and organizational skills, as well as computer proficiency in word processing and spreadsheet programs required. Prefer experience working with youth through other organizations as an employee or volunteer. Knowledge of specialized computer software including data management programs is beneficial.

This is a County funded, hourly position based on a 32+ hour work week, dependent on applicant availability. Some night and weekend hours are required. Hourly pay rate is \$17.60 per hour. Richardson County benefits package available.

Applications are available from 8:00 a.m. – 5:00 p.m., Monday through Friday at the Nebraska Extension - Richardson County Office in Falls City or on the Nebraska Extension – Richardson County website at [extension.unl.edu/statewide/richardson](http://extension.unl.edu/statewide/richardson). The office is in the lower level of the Richardson County Courthouse.

Applications will be accepted until 5:00 p.m. on Friday, December 6. The position will remain open until a suitable candidate is found. Richardson County is an Equal Employment Opportunity Employer.

To apply submit cover letter, completed application, and current resume with three references to:

Nebraska Extension – Richardson County  
Attn: Kaytlyn Kennedy  
1700 Stone Street, Courthouse  
Falls City, NE 68355





**NEBRASKA EXTENSION – RICHARDSON COUNTY  
OFFICE MANAGER/EDUCATION SUPPORT STAFF  
POSITION DESCRIPTION**

**DEPARTMENT:** Nebraska Extension - Richardson County

Full time position (32+ hours) performing administrative and clerical support to maintain efficient operation of the Richardson County Extension Office.

**SUPERVISION / REPORTING:**

This position is supervised by the University of Nebraska Extension Lead Educator in Richardson County and reports to the Lead Educator.

**REQUIRED AND PREFERRED QUALIFICATIONS:**

An associate's degree in agriculture, business, education, home economics, or related field is preferred, but not required. Previous office/secretarial experience is preferred. Excellent leadership, interpersonal, and communication skills are essential. Strong time management and organizational skills, as well as computer proficiency in word processing and spreadsheet programs required. Prefer experience working with youth through other organizations as an employee or volunteer. Knowledge of specialized computer software including data management programs is beneficial.

**OFFICE MANAGER SPECIFIC DUTIES (75%):**

Financial Management

- Prepare monthly/annual financial reports and track expenditures.
- Manage payments and deposits for 4-H council and UNL accounts.
- Prepare and submit claims to County Commissioners.

Extension Board

- Maintain an accurate record of Extension Board members, agendas, and minutes.
- Send correspondence to Extension Board members.

4-H Youth Development Program

- Maintain enrollment and project records using the statewide 4-H computer program for 4-H members and volunteers.
- Communicate dates, deadlines, and other necessary information to 4-H families.
- Ensure the 4-H Council and clubs meet the Nebraska state 4-H and IRS requirements.
- Maintain an accurate inventory, order, and distribute 4-H manuals and materials.
- Provide support/direction to the 4-H Council.
- Maintain an accurate record of 4-H Council members, agendas, and minutes.
- Send correspondence to 4-H Council members.
- Handle 4-H program registration fees.
- Assist with other 4-H programming efforts and events as needed.



**NEBRASKA EXTENSION – RICHARDSON COUNTY  
OFFICE MANAGER/EDUCATION SUPPORT STAFF  
POSITION DESCRIPTION**

**County & State Fair**

- Annually update the Richardson County Fair 4-H Fairbook.
- Handle District/State Horse Show and State Fair entries.
- Collect and organize animal identification and entry sheets for 4-H Fair.
- Enter data into the appropriate statewide 4-H fair management program.
- Manage the 4-H Booster fundraising campaign annually (mailings, awards order, and thank you's).
- Assist 4-H Junior Fair prep (awards printing, supply preparation, etc.)
- Provide office support, show help, and guidance/supervision to 4-H volunteers as needed.
- Provide support in State Fair exhibit preparation and delivery/receipt from the State Fair.

**Other**

- Properly assist telephone and walk-in customers.
- Maintain positive stakeholder relationships.
- Handle logistics of select programs (e.g. copies, registration, locations, etc.).
- Order and keep inventory of for sale items.
- Keep accurate records and receipts of all for sale items.
- Maintain equipment inventory.
- Keep the website up to date and accurate.
- Other duties as assigned.

**4-H SPECIFIC DUTIES (25%):**

**Educational Programs**

- Assist with promotion, preparation, coordination, and delivery of educational activities and events.
- Assist Extension Educator and Extension Assistant with in-school educational programs as needed.

**Programmatic and Administrative**

- Keep up to date on current 4-H rules and regulations.
- Participate in appropriate staff meetings and professional development.
- Develop professional goals and participate in reporting responsibilities.

**Recruiting and Marketing**

- Assist with 4-H volunteer recruitment



**NEBRASKA EXTENSION – RICHARDSON COUNTY  
OFFICE MANAGER/EDUCATION SUPPORT STAFF  
POSITION DESCRIPTION**

- Help to recruit new and retain existing youth through a variety of innovative and effective 4-H delivery methods (clubs, after school, school enrichment, camps, and special interest groups).

**Evaluation and Recordkeeping**

- Assist in the evaluation, reporting, and review of educational programs, training materials and other resources.
- Collect and manage 4-H data. Complete required records and reports.

**OTHER CONSIDERATIONS:**

- Due to close work with children and use of county and state equipment and facilities, this position requires a clean driving record and an absence of alcohol, drug, child safety, and criminal history.
- This is a county funded, hourly position with 32+ hours per week dependent on applicant availability.
- Hourly pay rate is \$17.60 per hour.
- Normal business hours are Monday – Friday, 8:00 am – 5:00 pm with a 1-hour lunch break.
- Some schedule flexibility is required during large Extension events such as the 4-H Fair, this will be scheduled in advance.
- An orientation/training and probationary period of six months exists for new hires.
- Richardson County Benefits Package included.





# RICHARDSON COUNTY NEBRASKA

**Equal Employment Opportunity Employer**

## APPLICATION FOR EMPLOYMENT

*Nebraska Extension – Richardson County Office*  
1700 Stone Street, Courthouse  
Falls City, NE 68355

Richardson County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

### 1 APPLICANT INFORMATION

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time  Part-Time  Regular  Temporary

Have you ever been employed with Richardson County before?  Yes  No; if yes, give date: \_\_\_\_\_

Have you filed an application with Richardson County before?  Yes  No; if yes, give date: \_\_\_\_\_

Applicant's Name (Last, First, Middle Initial): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_

How did you learn about the job you have applied for? \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

Have you ever been convicted of, plead guilty to, plead no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction?  Yes  No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of?  Yes  No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.):  
\_\_\_\_\_

**(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)**

**EMPLOYMENT RECORD**

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information	Description of Duties
Employer:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year): From: _____ To: _____	Hourly Rate/Salary: Starting: _____ Final: _____
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for Leaving:	

Employment Information	Description of Duties
Employer:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year): From: _____ To: _____	Hourly Rate/Salary: Starting: _____ Final: _____
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for Leaving:	

Employment Information	Description of Duties
Employer:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year): From: _____ To: _____	Hourly Rate/Salary: Starting: _____ Final: _____
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for Leaving:	

### 3 EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Level of Education	Name of School	Dates (from/to)	Degree Completed	Major
<i>High School</i>				
<i>College/University</i>				
<i>Graduate School</i>				
<i>Other</i>				

Please list any training/coursework or experience you have had with computer software, technologies, etc. that would qualify you for this position:

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Please list types of equipment you feel comfortable operating or skills you possess, which you feel would be an asset for the position you are applying for:

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### 4 LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	Granted By and State Granted In	Dates Licensed (from/to)	Specialty	License Number

### 5 APPLICANTS STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past

employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

**Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Richardson County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Richardson County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.**

**SIGN HERE** \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

(Note: Unsigned applications will not be considered)

RETURN COMPLETED APPLICATIONS TO:

Nebraska Extension – Richardson County  
Attn: Kaytlyn Kennedy  
1700 Stone Street, Courthouse  
Falls City, NE 68355