

## Office Assistant

Miami County Conservation District is seeking applications for **Part-Time Administrative Office Assistant**. Future potential for additional hours/ full-time employment. This position will be located in the following location:

- USDA Field Office - 100 Angela Street, Ste 3 - Paola, KS 66071

**USDA Field Office hours of operation are 8:00 am – 4:30 pm Monday - Friday. Occasional required attendance at evening and weekend activities.**

### Job Duties:

- Type, utilizing a computer keyboard and word processing software, and edit a variety of material, frequently involving agricultural/conservation-related technical or specialized terminology.
- Maintain, with relative independence, and strict adherence to deadlines and accuracy, cost-share contract database.
- Prepare and submit, or upload to database, required standardized reports and documents as assigned.
- Assist with event planning - for example annual membership meeting and annual earth day festivals.
- Interface with clients and partners, with professional and friendly demeanor, even in difficult situations.
- Keep minutes of board and committee meetings, track attendance and volunteer hours.
- Assist NRCS (co-located federal agency) with program documentation, correspondence, monitoring/modification of contracts and special projects as needed.
- Obtain quotations and bids for supplies, equipment and services; initiate or oversee, within defined limits, the processing of orders and purchases.
- Review documents for accuracy, completeness and compliance.
- Compose correspondence involving some interpretation and application of established policies and procedures; maintain correspondence, client and report files.
- Establish and maintain complex filing systems; prepare and/or oversee the preparation of records for storage and/or archiving.
- Arrange travel and accommodations; maintain cost and/or inventory records.

- Enter, update, and/or retrieve information in automated systems; develop spreadsheets and databases; utilize various software packages in the performance of duties.
- Performs general office duties such as data entry and answering phones.
- Other items as requested by district manager.

**Minimum Qualifications:**

Proficient in MS Word, Excel, internet browsers and Google Maps.

Strong customer service and telephone skills.

Pass local and federal background checks, have clean driving record and protect confidential information.

Functional knowledge of office equipment including computers, scanners, copiers, printers, etc.

Independent and self-motivated with strong organizational skills and attention to detail.

**Desired Qualifications:**

Experience with ArcMap and ag/conservation programs.

Spanish language familiarity/fluency.

Pay Range: \$13-15/hour, starting. Eligible for paid time off (annual vacation and sick leave) benefits following 90-day probationary period. Strong future potential for full-time position.

Accepting applications from all qualified applicants. Submit resume and cover letter to [info@miamicountycd.com](mailto:info@miamicountycd.com). First review of resumes begins April 21, 2021.

**MCCD IS AN EQUAL OPPORTUNITY EMPLOYER**