

PRESS RELEASE

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# Thursday, March 14, 2024

# Headline: Cedar County MU Extension Office Seeks Secretary

Stockton, Mo. – The Cedar County MU Extension Council is seeking a full-time secretary for the Extension office. The office secretary is an employee of the council and is responsible for a complex variety of secretarial tasks, accounting work and daily office operations. Hourly wage will be determined based on experience. This position is benefit eligible.

**Experience/skill level:**

* Minimum two years overall office/clerical experience preferred.
* Experience using Quick Books accounting software
* Knowledge of Microsoft Office software and other fundamental computer skills.
* Ability to work for multiple staff with minimal supervision.
* Service-oriented mindset that enjoys working with the community.

Applications and a detailed job description are available at the Cedar County MU Extension Office, Courthouse Basement, 113 South Street, Stockton, MO 65785.

For questions, or more information please contact Mikayla Neil at mfox@missouri.edu or 417-276-3313.

This position will close on **Friday, March 29th** or until filled.