

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](mailto:mfox@missouri.edu) or 417-276-3313.

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