

To Whom It May Concern:

The University of Missouri Sullivan County Extension Council has an opening for a full-time office manager/bookkeeper for the Sullivan County Extension Office. This position is responsible for the operation of the local Extension Office and serving as the bookkeeper for the Extension Council. A complete position description including specific job duties can be found within this application packet. High school graduate or GED is required, bilingual (English/Spanish) a plus.

The Sullivan County Extension Office hours are 9:00 am to 4:30 pm; the office is closed from 12:00pm until 1:00 pm for lunch. This calculates to 32.5 hours a week. Includes paid courthouse holidays each year.

The starting hourly wage for this position will range from \$13/hr to \$15/hr, commensurate with experience, with opportunities for performance-based increases. Employees earn 3 paid personal days after 6 months, and one week paid time off after one year. Employees are paid monthly the day following the monthly Extension Council Meeting for the hours they work for previous month.

All employees are required to go through a six-month probationary period at the beginning of their employment with the council. This allows both the council and employee the chance to make sure that the job is right for them. At the end of this probationary period there may be the potential for a merit increase.

Completed applications, cover letters and résumés will be accepted through March 11th. Contact the Sullivan County MU Extension office by calling 660-265-4541 or by email, sullivanco@missouri.edu or online at <https://extension.missouri.edu/counties/sullivan>.

Sincerely,

Penny Kittle

Penny Kittle
County Engagement Specialist