

Office Clerk

Work with office staff to assist in customer service by answering phone requests, helping organize and store office equipment, and other miscellaneous office needs.

Requirements

18 years of age

Customer Service Oriented, ability to multi-task, good communication skills.

Completed at least two hours of training from office staff members before doing tasks alone.

Scheduling

Weekdays: minimum of two hours each shift. Anytime between the hours of 8:00 a.m.– 4:00 p.m.

Commitment

At least two office clerk shifts per month, totally up to a minimum of four hours a month.

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Contact Information:

Name: _____

Address: _____

Phone: _____ E-mail: _____

Submit this form to the Story County Extension Office, Attn: Tanner Messerli.

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Extension and Outreach