

## **UENRD Natural Resources Conservation Service Secretary-Neligh Nebraska**

The Upper Elkhorn NRD will be accepting resumes for a clerical position. This person will be working with the NRD, NRCS to implement various local, state and federal programs for the general public. This position will work out of the USDA Office in Neligh NE. Familiarity with Microsoft office programs and ability to learn new computer programs beneficial. This position is full-time. The district provides paid holidays; vacation & sick leave; offers medical, vision and dental insurance; and, retirement. Starting Salary Range: \$22,000-\$26,000 based on experience. Please send resume and three references to: Upper Elkhorn NRD 301 North Harrison, O'Neill NE 68763. For full job description go to: [www.uenrd.org](http://www.uenrd.org) or contact the office at 402-336-3867. Applications will be taken until January 10th 2019 or until a favorable candidate is found. Your application to this position may make you eligible for any other job openings within the district. The UENRD is an Equal Opportunity Employer.

### **UPPER ELKHORN NRD JOB DESCRIPTION FOR NATURAL RESOURCES CONSERVATION SERVICE SECRETARY (ANTELOPE COUNTY)**

#### **SUPERVISOR:**

- The NRCS Secretary will be under the direct supervision of their respective Resource Conservationist. The Resource Conservationist will work with the NRD's General Manager and Board of Directors on matters related to job performance, District personnel policy, and general responsibilities. The primary responsibility of this position will be to assist in the execution of day-to-day clerical duties in the NRCS Office. In addition, other duties may be assigned at the discretion of the General Manager.
- This position will work as a liaison for the Upper Elkhorn NRD in Antelope County.

#### **EMPLOYMENT STATUS**

- A full time or regular part time position working at the Natural Resources Conservation Service office in Neligh. Normal working hours will be from 8 AM to 4:30 PM Monday through Friday with a 30 minute period for lunch. Adjustments in working hours may be allowed, however normal weekly work time should not exceed forty (40) hours. Overtime, Annual Leave, Sick Leave, Holidays, and other benefits will be granted in accordance with the NRD's personnel policy. This position will observe the NRCS holiday schedule.

#### **POSITION LOCATION:**

- USDA-NRCS office in Neligh, Nebraska.

#### **SALARY:**

- Salary or per hourly wage will be set on per year basis by the District's Board of Directors. Salary adjustments will be made on a periodic basis at the discretion of the board, usually near the beginning of the NRD's fiscal year (July).

### BENEFITS:

- The NRCS Secretary is eligible for all benefits allowed full or regular part-time employees. Sick and annual leave will be awarded in accordance with the NRD's personnel policy.

### GENERAL RESPONSIBILITIES:

- The NRCS Secretary is responsible for assisting NRCS staff with carrying out duties of that office. Duties will generally include secretarial and clerical responsibilities. This position requires knowledge of both NRD and NRCS programs. Many of the NRCS Secretary duties will revolve around the Local Conservation Programs, Nebraska Soil and Water Conservation Program, and Federal Conservation Programs. The NRCS Secretary will work with several federal agencies as well as the NRD staff.

### SPECIFIC NRCS DUTIES:

- The NRCS Secretary is responsible for receiving patrons of the Natural Resources Conservation Service both as they enter the office and when calling on the telephone. Duties will include providing patrons with the necessary assistance or directing them to the proper staff person.
- The NRCS Secretary is expected to handle the day to day typing and related secretarial duties.
- The NRCS Secretary will work with many of the NRCS computer programs and will have the knowledge to handle and store the appropriate data on the system.
- Duties will include monitoring and processing applications, contracts and other forms related to the local, state and federal cost share programs. The programs include, but may not be limited to: The Nebraska Soil and Water Conservation Program (NSWCP) and the Environment Quality Incentive Program (EQIP) and other Federal Programs. The NRCS Secretary will communicate with program cooperators as well as staff persons of the agencies involved with the program.
- Duties will include working with the NRCS filing and record keeping system. Responsibilities will include maintaining records for travel, processing billings, supplies and inventories. Filing will be done in accordance with NRCS prescribed method, completed in a timely manner and with files updated as necessary.
- Duties will include handling incoming and outgoing mail. The NRCS Secretary will distribute mail and similar material to the proper NRCS staff person as well as providing cooperating agencies with any appropriate material.
- Assumes any other duties, as assigned by the District Manager, Board of Directors and/or Resource Conservationist in a timely and satisfactory manner.

### SPECIFIC NRD RESPONSIBILITIES:

- Will route district equipment (gopher machines) to cooperators.
- Will inspect district equipment & inform NRD Office about necessary repairs.
- Will be in charge of placing customer tree orders and maintaining tree inventory for Antelope County.
- Will submit billing of trees, flags, equipment rental, poison barley and other determined inventory to the NRD main office in O'Neill.
- Will be knowledgeable but not limited to the following programs/activities: Chemigation, Ground Water Management Plan Requirements-water sampling, phase reports, cooperator nitrogen certification and acre certification.

ELIGIBILITY REQUIREMENTS:

- Education: Will accept work experience in lieu of continued education. However, a BS or Associate Degree from an accredited college or University in Office Technology could be beneficial.
- Experience: It would be beneficial to have at least two years of satisfactory employment with an agency, consulting firm, or organization involved with conservation and/or water resources management.
- This job requires periodically lifting 50 pounds.
- Must be able to be bondable for insurance purposes.

DESIRABLE CHARACTERISTICS:

- Individual skills and characteristics to be considered should include but not be limited to:
  - a. Ability to meet and work with people.
  - b. Desire to bring about actual accomplishments as quickly as possible.
  - c. Good health, enthusiasm and desire to continually improve in all areas of the job.

(nr Sant.doc jobdescp)