



JOB ANNOUNCEMENT

FIELD OFFICE SECRETARY

The Little Blue Natural Resources District (NRD) is accepting applications for a Field Office Secretary to work in the Natural Resources Service Office in the Hastings, Nebraska. The Field Office Secretary is a $\frac{3}{4}$ time position which will work under the daily supervision of the office's Resources Conservationist in carrying out secretarial functions identified on the Job Description. The candidate must be a team player, able to work directly with other professional staff persons. The applicant must also be able to work independently and proficiently in carrying out specific job duties.

Applications will be received in the office of the Little Blue NRD, PO Box 100, Davenport, NE 68335 until June 28, 2017.

The Job Description and application for this position may be found on the District's web site at http://www.littlebluenrd.org/About_us/job_opportunities.html

For further information, contact the NRD at (402) 364-2145.