

FIELD OFFICE SECRETARY

JOB DESCRIPTION

GENERAL RESPONSIBILITIES

The Field Office Secretary position will be a part-time employee of the Little Blue Natural Resources District. The primary work office will be the Adams County Natural Resources Conservation Service Office in Hastings, however, occasional participation in NRCS or NRD activities may require travel to other offices within the Little Blue NRD. The employee will work under the daily guidance of the NRCS Resources Conservationist located in the Field Office. Other related duties may be assigned at the discretion of the District Conservationist (DC) and/or the NRD Manager. Supervision and evaluations will be conducted by the District Conservationist (DC) and/or the NRD Manager with input from the local Resources Conservationist. The NRD Manager should be consulted in all matters of personnel and employment policies.

SPECIFIC RESPONSIBILITIES

THE SPECIFIC RESPONSIBILITIES OF THIS POSITION MAY INCLUDE ANY OF THE FOLLOWING:

1. Provides receptionist, secretarial and clerical services for the Natural Resources Conservation Service and the Little Blue NRD. Serves as the local contact person for the NRD and its programs.
2. Performs office functions such as typing correspondence, filing, and data entry. Types reports, newsletters and other documents. Uses proper office procedures. Maintains files and records in a predetermined systematic manner for retention, protection, and retrieval.
3. Performs other general office duties including arranging schedules, setting appointments, completing forms, handling mail, and determining and ordering office supplies as needed.
4. Performs data entry for farm plans and conservation practices, and compiles and types statistical reports as needed.
5. Maintains LBNRD petty cash fund, collects monies for the sale of trees, survey flags, signs and other District products. Receives and conveys requests for NRD grass drills within the county. Keeps monthly receipt records and reports the same to the NRD.
6. May assist in mapping activities for farm plans and files.

7. Keeps abreast of NRCS and District program details to assist customers with conservation cost-share programs for land treatment, tree planting plans and orders, and wildlife habitat inquiries. Handles routine inquiries, or refers visitors with technical inquiries to the proper staff or agency.
8. This employee is authorized to sign certain new or revised conservation farm plans on the District's behalf.

GENERAL QUALIFICATIONS

Education: The educational requirement to qualify for this position is a high school graduate, however an associate or bachelor's degree from an accredited college or university with emphasis in secretarial services, bookkeeping, or office management would be desirable.

Experience: At least two years of satisfactory employment with an agency or organization, where secretarial duties are experienced, is desirable. Computer operation is a requirement. An agricultural background, although not a requirement, would be beneficial in dealing with the clientele and programs of the district.

DESIRABLE CHARACTERISTICS

Individual characteristics to be considered valuable for this position include; but are not limited to:

1. A pleasant and friendly personality
2. An ability to meet and work cooperatively with people
3. Ability to use tact and good judgment in dealing with people
4. Good organizational, record-keeping and filing skills
5. Good language and communication skills
6. Proficiency on the computer
7. Ability to operate office equipment.
8. Good health, ability and desire to learn and improve

COMPENSATION

1. **This will be a ¾-time position of 30 hours per week. Some flexibility of the work schedule may be available. The starting wage will be \$12.25 per hour.**
2. **Holidays, annual leave, and sick leave will be provided on a prorated basis from full-time employee's schedule. The District observes 11 Federal and state holidays.**
3. **The District offers a medical, dental and vision insurance package to the employee. Medical insurance is available for family coverage at the employee's expense.**

- 4. The District offers a retirement plan which is available after six (6) months of employment. The District will match the employee contributions up to program limits.**