

LITTLE BLUE NATURAL RESOURCES DISTRICT JOB DESCRIPTION

JOB TITLE: FIELD OFFICE SECRETARY
STATUS: NON-EXEMPT
REPORTS TO: NRCS RESOURCES CONSERVATIONIST
DATE: OCTOBER 28, 2019

GENERAL RESPONSIBILITIES: The Field Office Secretary position will be a full-time employee of the Little Blue Natural Resources District. The primary work office will be the Natural Resources Conservation Service Office in Hebron or Nelson, 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 Administrative Secretary. Supervision and evaluations will be conducted by the District Conservationist (DC) and/or the NRD Administrative Secretary with input from the local Resources Conservationist.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other activities may be assigned at the discretion of management.

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.

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.

Performs other general office duties including arranging schedules, setting appointments, completing forms, handling mail, and determining and ordering office supplies as needed.

Performs data entry for farm plans and conservation practices, and compiles and types statistical reports as needed.

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.

May assist in mapping activities for farm plans and files.

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.

This employee is authorized to sign certain new or revised conservation farm plans on the District's behalf.

GENERAL QUALIFICATION REQUIREMENTS:

ELIGIBILITY – 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.

OTHER SKILLS AND ABILITIES: Have a pleasant and friendly personality with an ability to meet and work cooperatively with people. The ability to use tact and good judgment in dealing with people. Have good organizational, record-keeping and filing skills. Good language and communication skills. Be proficient on the computer and ability to operate office equipment. A strong desire to learn and improve.

OTHER DESIRABLE CHARACTERISTICS: Individual characteristics to be considered should include but not be limited to: A passion for agriculture and natural resources. Have the desire and ambition to help bring about actual accomplishments quickly, effectively and efficiently.