

Little Blue Natural Resources District
Job Description
Field Office Secretary

Position Classification: Full Time – Non-Exempt

Reports To: NRCS Resources Conservationist

Date: October 7, 2024

General Responsibilities: The Field Office Secretary position will be a full-time employee of the Little Blue Natural Resources District (LBNRD). The primary work office will be the Natural Resources Conservation Service Office in Fairbury, NE, however, occasional participation in NRCS or NRD activities may require travel to other offices within the LBNRD. 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 Office Administrator. Supervision and evaluations will be conducted by the District Conservationist (DC) and/or the NRD Office Administrator with input from the local Resources Conservationist.

Duties & Responsibilities:

1. Provides receptionist, secretarial and clerical services for the NRCS and the LBNRD. Serves as the local contact person for the LBNRD and its programs.
2. Performs office functions such as typing correspondence, filing, and data entry. Prepares 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 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, and other district products. 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 LBNRD 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 & Experience: 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. An agricultural background, although not a requirement, would be beneficial in dealing with the clientele and programs.

Other Skills & 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.

Salary & Benefits: Salary will be based on experience and education. Benefits include employee & family medical, dental, vision, life insurance; retirement; long-term disability.

The Little Blue NRD is an Equal Opportunity Employer.