

**LOWER ELKHORN NATURAL RESOURCES DISTRICT
OFFICE ASSISTANT**

Nature of Work

The Office Assistant provides general administrative support involving a variety of specialized tasks, requiring independent decision-making within established procedures and practices.

This position is responsible for assisting walk-in traffic, answering phones, and daily clerical functions within the LENRD office. The assistant also works with cooperating agencies and organizations in support of the LENRD's projects and programs. Clerical assistance will also be provided to the Nebraska Department of Natural Resources.

Examples of Work

Responsible for receiving and responding to customers, clients and the public who personally come to the LENRD office; and receives all phone calls to include providing response or refer to appropriate source.

Responsible for providing a variety of correspondence and reports including letters from rough draft or verbal instruction; field investigation reports; dam inspections, flood plain investigations; opening and closing notices for irrigation systems, etc.

Responsible for scheduling maintenance/repair of office equipment; monitor/maintain inventory of office supplies and order supplies and postage; ensure recycling materials are packaged for processing; assist with scheduling/coordinating meetings.

Assist Chemigation Program by preprinting all renewal forms and sending to landowners; processing and entering all permits into computer programs, process payments; and complete yearling report to the State of Nebraska. Work closely with chemigation inspectors to set appointments and to maintain a consistent schedule to complete inspections in a timely manner.

Responsible for maintaining online camping reservation system. This includes corresponding with campers and assisting with reservations and refunds.

Responsible for general clerical duties associated with district owned recreation areas, including develop forms and signs, compose and type letters, set up files.

Provide help as auxiliary support for other LENRD staff as requested by the Water Resources Manager, Assistant Manager and/or General Manager. This work may include but is not limited to fieldwork, office work, or public relations.

Knowledge, Skill and Ability

Knowledge of computer systems/software including Microsoft Word and Excel.

Knowledge of basic accounting principles and procedures.

Ability to effectively communicate both orally and in writing.

Ability to establish professional and effective working relationships with other government agencies, co-workers and a diverse general public.

Work is primarily performed in an office setting. Physical requirements are minimal.

Desired Qualifications

Graduation from senior high school, or equivalent, supplemented by post-secondary coursework in business, office management, computer science or related field, plus two (2) years' experience in general office support work.

Minimum Qualifications

Graduation from senior high school, or equivalent, plus two (2) years' experience in general office support work; or any equivalent combination of training and experience, which provides the desirable knowledge, ability, and skill.

This description was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties and responsibilities.