

**LOWER ELKHORN NATURAL RESOURCES DISTRICT
PROGRAMS ASSISTANT**

Nature of Work

This position will be employed by the Lower Elkhorn Natural Resources District (LENRD) but will be stationed at an NRCS office within the district to provide administrative support. It will also include duties and activities of the LENRD.

This is administrative support work involving a variety of tasks requiring independent judgment and decision making within established policies and timeframes. It requires on-the-job training and the ability to learn new software, which will be provided both in-person and online. It also involves the ability to work independently and efficiently. Customer service is essential to promote programs. Will need to work with the general public, as well as both NRCS and LENRD employees.

An employee in this position exercises independent judgment with general supervision received from the Resource Conservationist and/or Assistant General Manager with administrative supervision received from the General Manager.

Examples of Work

Responsible for maintaining current knowledge of numerous NRD/NRCS programs to inform producers; maintain a supply of current program brochures; assist producers and contractors in completion of appropriate program forms; create/maintain contracts; record, maintain and file relevant LENRD and USDA forms; perform calculations for payment; receive payment for tree sales; assist at NRD sponsored public events; and maintain multiple databases.

Create maps and soils information using NRCS developed software for use in conservation planning and for USDA programs.

Responsible for updating and maintaining FSA reconstitutions to include: changes in owner/operator name, address, farm/tract number and acre changes. Changes to mapping field boundaries; create, maintain and update NRCS case files and contracts.

Act as office System Administrator: assist NRCS staff with computer needs; maintain/upgrade software as needed; maintain printers and other office equipment; respond to E-mail messages; and contact outside repair service when necessary.

Serve as receptionist for walk-in and phone customers.

Programs Assistant
Page 2

Provide support services to include: prepare a variety of correspondence from verbal or rough draft format; administer accounting system; record staff meeting minutes; maintain and order supplies; receive and distribute mail; knowledge of online postage program for mailings. and set up schedules and coordinate meetings.

Vehicle accountability for NRCS quarterly reports and audits.

Supervise and/or train other staff members when situations deem necessary.

Prepare written monthly report and occasional verbal presentation at monthly NRD Board of Directors meeting. Attend monthly staff meeting at the LENRD.

Assist in tree planting program including: prepare orders for trees, determine and collect payments and submit to LENRD office; maintain tree availability from NRD; and assist with tree distribution.

Maintain tracking registers to document the status of a variety of NRD and USDA forms/programs.

Responsible for using computer program to prepare highly erodible land determinations, gather crop history maps, and prepare necessary forms and correspondence for all HEL/ NHEL/wetland requests.

Guide customers through the LENRD cost share process for well sealing, moisture sensors, deep soil sampling, cover crops, irrigation water sampling, terraces, waterways and other conservation practices. Ensuring all appropriate forms and documents are complete and submitted to the LENRD in a timely manner.

Prepare correspondence for Compliance Status Reviews and whistleblower complaints. Mail paperwork to producers – forms for signatures, seeding sheets, informational, etc.

Flexibility in dealing with time-consuming tasks that may come up, i.e.: large mailings, NRD regulation issues, searching for crop history for other counties, etc.

Assist with organizing, planning and participating at educational meetings/workshops, farm shows and fair booths, and youth education programs.

Responsibility and flexibility in dealing with county specific situations and duties with added programs, forms and workload.

Programs Assistant

Page 3

Knowledge, Skill and Ability

Ability to work independently and create professional working relationships with a variety of governmental agencies, co-workers and a diverse general public.

Customer service skills – friendly, helpful, knowledgeable, resourceful, and accommodating.

Knowledge of computers/programs and general office equipment are a vital part of the Programs Assistant job.

Knowledge of reading, understanding and writing of legal descriptions. Ability to read maps and aerial photos.

Ability to gather, analyze and interpret data and to prepare reports from such data.

Ability to create and maintain spreadsheets, produce tables, reports and brochures.

Ability to communicate effectively both orally and in writing.

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

Desired Qualifications

Graduation from a two-year college or vocational school with major course work in accounting; business; secretarial science; office management; or related field, plus two (2) years of experience in general office support work.

Minimum Qualifications

Graduation from high school, or equivalent with training in business management, secretarial science, office management, accounting or related field; or any equivalent combination of training and experience which provides the desirable knowledge, skill and ability.

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