

Job Announcement: Field Office Secretary

Compensation Range: \$33,072 to \$49,629 (negotiable depending on experience)

Closing Date: First round reviews will be Monday, September 15th, at 12:00 pm. This position is open until filled.

The Lower Platte South Natural Resources District is seeking a skilled and motivated individual to join our team as a **Field Office Secretary**. This full-time position will provide essential secretarial and office support at the **NRCS District office in Weeping Water, NE**, working under the supervision of the NRCS District Conservationist to help maintain smooth office operations.

Key Responsibilities:

- Greet visitors and answer phone calls, directing them to appropriate staff or resources.
- Perform skilled typing/word processing and data entry from drafts, voice recordings, or documents.
- Prepare form letters and other correspondence in line with established guidelines.
- Schedule appointments and assist with managing staff calendars.
- Sort, file, and retrieve office documents and data for staff reference.
- Handle incoming and outgoing mail, ensuring timely processing.
- Operate office equipment for copying, mailing, and data tabulation.
- Order office supplies and maintain inventory.

Required Skills & Qualifications:

- Proficient in Microsoft Office Suite and experience with Windows-based computers.
- Ability to operate various office equipment, including a multi-line telephone system.
- Strong oral and written communication skills.
- Typing speed of 65 words per minute (net).
- Minimum of five years of clerical experience in an office setting.
- Must have valid driver's license.
- Ability to lift a minimum of 20 pounds.

This full-time position offers the opportunity for overtime or compensatory time. **The work will be performed at the NRCS District office in Weeping Water, NE.**

How to Apply:

Interested candidates should submit a letter of interest and resume to the attention of David Potter at:

Lower Platte South NRD
PO Box 83581
Lincoln, NE 68501-3581

Or email to: jobs@lpsnrd.org

For further information, please contact the District at 402-476-2729.

We look forward to receiving your application!

The Lower Platte South Natural Resources District is an equal opportunity employer.