

# Lower Big Blue Natural Resources District

## Job Description

Job Title: **LBBNRD Clerk**  
Status: Full-Time, Salary, Non-Exempt Employee  
Reports to: Manager/Assistant Manager/Administrative Secretary/NRCS District Conservationist  
Date: January 11, 2023

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### *General Description and Responsibilities:*

This is a full-time position with the Lower Big Blue Natural Resources District (District) located at the Natural Resources Conservation Service (NRCS) office in Beatrice and the District Office. It is under the direct supervision of the NRCS District Conservationist. The position qualifies as “non-exempt status” as defined in the Federal Fair Labor Standards Act. This position is supervised from within the NRD by the Administrative Secretary. Because NRD Clerks work with a Federal computer system, a background check and fingerprinting are required for the position.

The responsibilities associated with this position would include but not be limited to the execution of day-to-day clerical and receptionist duties in the NRCS and District office, assisting in NRCS duties and functions as well as assisting with administration of NRD programs, and providing minor technical assistance to NRCS staff. This position requires basic computer skills and knowledge.

### *Principal Duties:*

1. Serve as receptionist in the NRCS Office.
2. Serve as the Rural Water Clerk for the District
3. Receive incoming mail and packages and dispatch outgoing mail.
4. Prepare correspondence from rough draft, verbal instruction, or by composition.
5. Maintain general and case files, set up folders as prescribed by established guidelines. This includes the maintenance of handbooks and the disposition of file material as shown in disposal schedules or as directed by the Resource Conservationist.
6. Order supplies, materials, and services as needed or directed.
7. Perform miscellaneous typing including reports, memoranda, conservation plans, and other materials.
8. Prepare expense vouchers for work unit personnel as needed.
9. Computer data entry to include spreadsheet, word processing, or specifically designed database programs.
10. Perform services for and maintain records of such for the District including receiving payments to the District, recording requests for trees and other District equipment and supplies, and such other matters as the District may require.
11. Serve as the District’s point of contact on NRD programs providing guidance or referring customers to other offices and programs as applicable.
12. Other duties as assigned by either NRCS or District supervisory staff.

The NRD Clerk shall become familiar with all NRD and NRCS programs to assist cooperators in the absence of NRCS and District staff.

*General Qualifications Requirements:*

Eligibility – Education: The minimum educational requirement to qualify for this position is an Associates Degree in accounting, business administration or similar field, or High School Diploma in addition to two years' experience in said profession.

Experience: Computer operation and bookkeeping experience is a requirement. An agricultural background, although not a requirement, would be very beneficial. Any combination of education, experience, and personal characteristics may be considered by management in determining eligibility for this position.

Skills and Abilities: Expected skills and abilities for this position include the following:

- A customer friendly personality, good phone etiquette, ability to work professionally and maintain positive relations with the staff, the public, and other agency, or organizational personnel.
- Excellent writing, communication and presentation skills.
- Ability to comprehend written or verbal instruction and communicate effectively. Grammar and language usage is required to communicate effectively in oral and written communications.
- Good organizational skills, proficiency and accuracy in record keeping and filing, both for hard files and computer files.
- General understanding of accounting principles and procedures, precision, and accuracy in bookkeeping activities.
- A self-starter with ability to work independently and to make prudent and timely decisions for effective operation of the office, and a desire to help bring about actual accomplishments quickly, effectively and efficiently.
- Strives to develop an overall knowledge of the District.
- Follows the Personnel Policy adopted by the NRD Board

Physical Demands: The person must be capable of prolonged periods sitting at a desk and working at a computer and regularly lifting and/or moving items up to 15 pounds.

Preferred Certificates, Licenses and/or Registrations: these are merely preferred credentials and not required.

- General Notary

Specific policies regarding employment and personnel are contained in the Lower Big Blue NRD Personnel Policy.

**The Lower Big Blue NRD is an equal opportunity employer.**

## NRD Clerk

Lower Big Blue NRD, Beatrice

Posted Date:

01/11/23

The Lower Big Blue NRD has an opening for the position of NRD Clerk. This position may be asked to operate from the NRCS Field Office as well as the Lower Big Blue NRD headquarters in Beatrice, Nebraska. Excellent computer, phone and general office experience is required. If you enjoy working with farmers and other conservation-minded colleagues, like to keep busy, and prefer a casual yet professional work setting, this is the job for you.

This position comes with an excellent benefits package, including 12 days each of paid vacation and sick leave per year and paid holidays. Health insurance premiums are paid at 100% and includes dental and vision care, health savings plan, as well as life insurance and long-term disability. Our employer-sponsored, mandatory 414(h) retirement plan is similar to a 401(k) and your contributions are matched by the NRD. Tuition assistance is also available for work-related education that commences after employment. This is a Monday-Friday, full-time position.

Review of resumes will begin January 30, 2023. For a full job description please visit our website at [www.lbbnrd.net](http://www.lbbnrd.net).

## MINIMUM QUALIFICATIONS

- Associates Degree in accounting, business administration or similar field, or High School Diploma in addition to two years' experience in said profession.
- Ability to work well and communicate effectively with people
- Capability to work independently and take responsibility for results
- Effectively present information to management and the public through written and verbal communication
- General knowledge of production agriculture helpful

## PHYSICAL DEMANDS

The physical demands described here are typical of those that must be met by an employee to successfully perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical duties for this position include, but are not limited to:

- Must be capable of prolonged periods sitting at a desk and working at a computer regularly lifting and/or moving items up to 15 pounds.

## COMPENSATION

This is a full-time position (starting wage \$32,000-\$42,000 negotiable with experience). The Lower Big Blue NRD offers:

- Family health, dental, and vision care insurance within 30 days of hire.
- Life insurance and long-term disability insurance
- Employer matching retirement
- Paid holidays
- Separate vacation and sick leave hours
- Tuition assistance

To be considered, please submit an application, cover letter, resume, and contact information including the e-mail addresses for three professional and or personal references. An application and detailed job description can be found on our website at, [www.lbbnrd.net](http://www.lbbnrd.net) or by request. Both USPS and electronic formats are welcome. Submit information to Scott Sobotka at [sobotka@lbbnrd.net](mailto:sobotka@lbbnrd.net) no later than January 27, 2023.

Lower Big Blue NRD

P.O. Box 826  
Beatrice, NE 68310  
(402) 228-3402

The Lower Big Blue NRD is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, national origin, religion, sex (including pregnancy), gender identity, sexual orientation, disability, marital status, age, protected Veterans status, or any other characteristic protected by applicable law.