



JOB DESCRIPTION FORM

Division/Department	Administration
Location	Holdrege
Job Title	Administrative Assistant
Reports to	Natural Resources Manager, Engineering Services Manager, Irrigation Division Manager, Gothenburg Division Manager, Real Estate Administrator, Purchasing Agent, Legal Counsel

Control point	<u>12(5)</u>	Type of position:	Hours <u>40</u> / week
		<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
		<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt

POSITION DESCRIPTION

Perform difficult and responsible clerical or secretarial work with high degree of confidentiality. Receive assignments in the form of suggestions or general outlines and/or work from dictation to compose drafts of documents. Excellent writing and proofreading skills are required. Prepare and file applications, forms, permits, licenses and contracts with various agencies. Maintain and manage complex record keeping system. Research and record real estate deeds, easements and other documents.

EDUCATION AND EXPERIENCE

Education, training or three years of legal secretarial experience or administration assistance and office organization. Computer skills in word processing, spreadsheets and databases. Knowledge of office practices and procedures. Shall be or be able to become a Notary Public for the State of Nebraska. Valid Nebraska driver's license.

ESSENTIAL JOB FUNCTIONS

- Draft legal documents including permits to construct, easements, leases, etc.
- Maintain appropriate electronic and paper file systems (e.g. RRC, Lake lot leases, FERC)
- Prepare plans, procedures, letters and reports for filing with state or federal agencies as appropriate
- Monitor state or federal regulatory agency activities and websites as needed
- Provide back-up support for answering the phone and receiving visitors
- Maintain confidentiality of District business
- Perform other duties as assigned

OTHER POSSIBLE JOB FUNCTIONS

- Research ownership and other necessary information at county courthouses as needed
- Record legal documents at county courthouses
- Manage and maintain a system to track and monitor all FERC license compliance activities, provide timely notification to responsible personnel for completion of those activities
- Coordinate the District's flu shot and health screening program
- Assist in the administration of the District's safety program at the direction of the General Safety Committee

WORK ENVIRONMENT

- Work stress associated with time pressures and/or changes in work priorities
- Occasional uncontrollable interruptions and distractions to planned work
- Strong interpersonal communication skills needed to interact with District personnel and outside agencies

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs			x	
11-15 lbs			x	
26-50 lbs		x		
51-75 lbs		x		
76-100 lbs	x			
+100 lbs	x			

SEEING	Never	Occ	Freq	Cont
Near Vision				x
Far Vision			x	
Color Vision				x

VERBAL COMMUNICATION	Never	Occ	Freq	Cont
				x

REACHING	Never	Occ	Freq	Cont
Out		x		
Overhead		x		
Low (below knees)		x		

CLIMBING	Never	Occ	Freq	Cont
Stairs			x	
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing		x		
Bending Over		x		
Carrying		x		
Crawling		x		
Eye/Hand/Foot Coordination		x		
Grasping		x		
Kneeling		x		
Pulling		x		
Pushing		x		
Sitting			x	
Standing			x	

REVIEWED BY	Personnel Committee	Date
APPROVED BY		Title General Manager
DATE APPROVED		
REVISED DATE		