



JOB DESCRIPTION FORM

Division/Department	Administration
Location	Holdrege/Gothenburg
Job Title	Administrative Assistant I, II, III
Reports to	Natural Resources & Compliance Manager, Hydraulic Project Operations Manager, Electrical Project Operations Manager, Irrigation and Water Services Manager, General Manager, Senior Land Administrator, Purchasing Agent, Legal Counsel

Control point	Type of position:	Hours <u>40</u> / week
<u>Level I 7(5)</u>	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<u>Level II 9(5)</u>	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
<u>Level III 12(5)</u>		

POSITION DESCRIPTION

Level I - Communicate with the public and employees to facilitate operations. Perform general clerical-secretarial activities for the office. Handle routine matters independently with the ability to perform work requiring a high degree of accuracy.

Level II - Communicate with the public and employees to facilitate operations. Perform advanced clerical-secretarial activities for the office. Accurately develop and complete detailed spreadsheets/reports with guidance or by modifying prior drafts. Schedule/coordinate meetings, events, other activities for the District.

Level III - Perform difficult and responsible clerical or secretarial work with high degree of accuracy and 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. Must be able to adjust work projects according to priority and handle sensitive matters with confidentiality.

EDUCATION AND EXPERIENCE

Minimum Requirements - High school graduate or equivalent. 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. Must have neat appearance, be courteous to visitors and have good telephone manners.

Level I - Education, training or minimum of 5 years in clerical and/or secretarial work.

Level II - Education, training or minimum of 7 years in clerical and/or secretarial work. Training or experience with legal secretarial or administration assistance and office organization.

Level III – Associates degree in Business or equivalent education and/or minimum of 3 years of legal secretarial experience or administration assistance and office organization.

ESSENTIAL JOB FUNCTIONS

Level I –

- Manage phone system
- Perform general clerical duties
- Collect and manage all receivables
- Assist purchasing department with requisitions, purchase orders, receipts, and petty cash reports
- Manage and maintain employee personnel, medical, health/life/disability insurance, worker compensation, and Medicare Supplement files
- Act as retiree and employee benefits liaison
- Manage all postal duties including distribution of daily mail
- Other duties as assigned

Level II –

- Prepare correspondence, reports and District forms
- Routine record-keeping such as cost accounting, vehicle and equipment records, and inventory summaries
- Submit personnel time sheets
- Prepare irrigation water operations and delivery data and/or power generation information
- Provide back-up support for answering the phone and receiving visitors
- Other duties as assigned

Level III –

- Draft legal documents including permits to construct, easements, leases, agreements, contracts, 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
- Manage task scheduling system and provide proper notification to those responsible for the task
- Maintain confidentiality of District business
- Provide back-up support for answering the phone and receiving visitors
- Other duties as assigned

OTHER POSSIBLE JOB FUNCTIONS

Level I and II –

- Assist with new employee orientation
- Assist in the administration of the District's safety program at the direction of the General Safety Committee
- Assist with mailing projects
- Coordinate District events
- Arrange for delivery of flowers, memorials and/or cards for funerals of retirees, employees, spouses, or directors according to District guidelines
- Adhere to District's document retention and scanning guidelines

Level III –

- Research ownership and other necessary information at county courthouses as needed
- Record legal documents at county courthouses

- Manage and maintain compliance tracking systems, provide timely notification to personnel responsible for completion of those activities
- Publicize legal notices as required by State statute
- Manage and organize any updates to the District's policies
- Arrange for delivery of flowers, memorials and/or cards for funerals of retirees, employees, spouses, or directors according to District guidelines
- Adhere to District's document retention and scanning guidelines

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				x
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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	9/23/19
APPROVED BY		Title	General Manager
DATE APPROVED	9/27/19		
REVISED DATE			