



220 Center Ave.  
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 Curtis, NE 69025

Phone: 800-873-5613 or  
 308-367-4281  
 Fax: 308-367-4285  
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## Middle Republican Natural Resources District

### APPLICATION FOR EMPLOYMENT

The Middle Republican Natural Resources District is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, age, sex, disability or U.S. Military Status with respect to qualified individuals. It is the policy of the District to hire only those who are authorized to work in the United States. Any offer of employment, if made, will be conditional upon your immediate production of documents required to prove your employment eligibility under the Immigration Reform Act of 1986.

Please let us know if you believe you require a reasonable accommodation to participate in the application process, including accommodations for a job interview, a test, or a job demonstration.

Answers to the following questions will be used only to gain relevant information pertaining to the position for which you have applied. **Please Print.**

Date: \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
LAST FIRST MIDDLE

Mailing Address: \_\_\_\_\_  
STREET, RR or PO Box CITY STATE ZIP

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Alternative Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

### General Information

Position applying for: \_\_\_\_\_ Location: \_\_\_\_\_

Full time: \_\_\_\_\_ Part time: \_\_\_\_\_ Income Expected: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Have you ever been convicted of a crime involving a violent, fraudulent or dishonest act?

Yes No If yes please explain: *(Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)*

### Education

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE ?	LIST DIPLOMA, DEGREE, GPA OR CERTIFICATE
			1	2	3	4		
HIGH SCHOOL								
COLLEGE								
OTHER (SPECIFY)								

### Specific Skills

\_\_\_\_\_

\_\_\_\_\_

**Employment history, including military service**

*(Start with your PRESENT or most recent position, then the next to the last, etc., so that NO time is omitted. Indicate full and part time work)*

DATES				NAME & ADDRESS OF COMPANY	JOB TITLE, DUTIES & NUMBER OF PEOPLE SUPERVISED, IF ANY	SALARY	IMMEDIATE SUPERVISOR	REASON FOR LEAVING
FROM		TO						
MO	YR	MO	YR					
						Start		
						Final		
						Start		
						Final		
						Start		
						Final		
						Start		
						Final		

May we contact the above employers? Yes No \_\_\_\_\_

Are there any other experiences, skills or qualifications which you feel would be relevant for work with our organization?

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It is my understanding that the District will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers or oral interviews, and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background. I specifically waive written notice of such disclosures from my former employers. I understand that an inquiry may be made into my Motor Vehicle Record. In consideration of the District's review of this application, I release the District and all providers of information from any liability as a result of furnishing and receiving this information.

I understand that nothing contained in this application, or in the granting of an interview, creates an offer of employment. If I am granted employment, I agree to conform to the rules and regulations of the Middle Republican NRD. I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the District or myself.

I acknowledge the confidential nature of business conducted by the District and I agree, if employed, not to communicate to any outside person, any information concerning District business or customers of the District.

I understand that this application is good only for ninety (90) days from today's date. If I still desire a position with the District after this application expires, it will be my responsibility to fill out a new application and file it with the District. Otherwise, the District will not consider me for employment after this application expires.

The information on this and all employment forms is true and accurate to the best of my knowledge. In the event of employment, any falsification or misstatement of facts may be cause for dismissal.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## JOB DESCRIPTION

Updated 2013

### FIELD OFFICE SECRETARY:

LOCATION: NRCS Field Office, Trenton, NE

### GENERAL JOB DESCRIPTION:

The Field Office Secretary will work under the supervision of the assigned NRCS Field Office Supervisor and/or the NRCS District Conservationist for NRCS activities; and the NRD Manager (Assistant Manager) for NRD activities. General duties include typing, filing, answering telephone, operating computer, record keeping, and providing information to the public.

### RESPONSIBILITIES:

1. Maintain and assemble farm folders and related records to include conservation and soil maps using GIS.
2. Assemble conservation plans, long term agreements, CRP, EQIP, WHIP and WRP contracts and modifications.
3. Perform actions and maintain records necessary for transferring farm records, farm recon updates and Highly Erodible Lands determinations.
4. Maintain records for office safety programs.
5. Prepares letters, reports, memos and technical materials from rough draft, dictation or verbal instructions.
6. Answer telephone, take messages, maintain daily calendars and schedule appointments for NRCS employees.
7. Files correspondence, records, reports and bulletins.
8. Receive, distribute and post mail.
9. Assists NRCS personnel in preparation of NRCS records and reports.
10. Maintains NRCS computer records and back ups as directed.
11. Provide information, take applications and collect average cost data for district, state and federal cost share programs.
12. Check computations, miscellaneous forms or field notes for accuracy.
13. Enters and retrieves data on the computer.
14. Serves as local contact for NRD information and services.
15. Refers inquiries and requests to NRD headquarters staff.
16. Take orders, collect money, distribute program information and maintain records for NRD sales and services.
17. Maintain pesticide applicator records as necessary.
18. Assists with educational events, meetings and demonstrations as needed.
19. Maintains time sheets and related records for NRD personnel assigned to field office.
20. Order and maintain inventory of office supplies.
21. Performs tasks as assigned to meet goals of district programs and projects.
22. Maintain well registrations and other databases, verify irrigation history and provide registration information for NRD, State and Federal programs.
23. Route drills and gopher getters as needed.
24. Performs other related duties as assigned.