

## FIELD OFFICE SECRETARY:

LOCATION: NRCS Field Office, Curtis, 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 backups 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 computer.
14. Serves as local contact for NRD information and services.
15. Refers inquiries and requests to NRD headquarters and staff.
16. Takes orders, collects 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.