

**JOB DESCRIPTION - NRD CLERK**  
Nemaha Natural Resources District  
62161 Hwy 136 – Tecumseh NE 68450  
(402) 335-3325 \* Fax (402) 335-3265

(Updated January 1, 2009)

*General Description and Responsibilities:*

This is a full-time position with the Nemaha Natural Resources District located at the Natural Resources Conservation Service office in Syracuse and is under the direct supervision of the NRCS Resource 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 Assistant. 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 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. Receive incoming mail and packages and dispatch outgoing mail.
3. Prepare correspondence from rough draft, verbal instruction, or by composition.
4. 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.
5. Order supplies, materials, and services as needed or directed.
6. Perform miscellaneous typing including reports, memoranda, conservation plans, and other materials.
7. Prepare expense vouchers for work unit personnel as needed.
8. Computer data entry to include spreadsheet, word processing, or specifically designed database programs.
9. 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.
10. Serve as the District’s point of contact on NRD programs providing guidance or referring customers to other offices and programs as applicable.
11. Other duties as assigned by either NRCS supervisory staff or the NRD.

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

Specific policies regarding employment and personnel are contained in the Nemaha NRD Personnel Policy.

Starting pay for this position will be \$11.10/hour. NRD board of directors considers pay adjustments annually on July 1.

Additional benefits include:

- paid vacation and sick leave accrued at the beginning rate of 8 hours/month (each)
- health, dental, and vision insurance coverage (100% of single coverage paid by NRD; 70% of optional, additional dependent coverage paid by NRD)
- minimum \$20,000 term life insurance; accidental death or dismemberment, and long-term disability coverage (100% covered by NRD – not available to dependents)
- additional, voluntary dependent life, cancer, intensive care, etc., coverage (100% paid by employee)
- mandatory 414H retirement program after 6 months of employment (NRD contributes 6.0%; employee contributes 5.5%)
- 10 paid holidays (follows federal holiday schedule)