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JOB VACANCY ANNOUNCEMENT

Advertised to Employees and Public

LOCATION	TITLE	SALARY
Lake McConaughy Ogallala, Nebraska	Temporary Office Clerk III Parks Division	\$12.041/hour position #60009700

APPLICATION DEADLINE: January 31, 2019

Description: Position will run 11 months from start date with option of being retained after 30 day layoff

JOB DUTIES: Issue required permits and stamps for outdoor activities (hunting, fishing, park visitation, etc.). Assist in reconciling daily accounting documents. Assist in deposit processing. Sell, inventory; maintain adequate supply/inventory of printed materials in office setting and make certain brochure racks are stocked. Answer/appropriately forward requests from the public pertaining to Commission facilities, activities and services through phone requests, e-mail, fax and regular mail correspondence. Participate in various, special public relations events that inform and educate the general public as to Commission programs and policies such agency exhibits at expos, sports shows and fairs. Perform related work as required.

KNOWLEDGE, SKILLS, & ABILITIES: Knowledge of Nebraska natural resources, parks and outdoor activities. Basic understanding of business practices relating to accounting and inventory control. Basic knowledge of Word and Excel. Ability to effectively communicate with others in both formal and informal situations; operate computer and cash register.

QUALIFICATIONS/REQUIREMENTS: Experience in performing office/clerical support or records management activities.

Prefer: Two years experience in secretarial or general office work including some experience or training in Word and Excel. Experience with hunting, fishing, camping and other outdoor recreation a plus. Driver's license required. Ability to work weekends/holidays.

TO APPLY: Apply on line at statejobs.nebraska.gov. Applications must be entered on or before the application deadline to be considered.