



2200 North 33rd Street * PO Box 30370 * Lincoln, NE 68503-0370 * Phone: 402-471-0641 * Fax: 402-471-5528

JOB VACANCY ANNOUNCEMENT

Advertised to Employees and Public

LOCATION	TITLE	SALARY
Lake McConaughy SRA Ogallala, Nebraska	Temporary Staff Assistant I Parks Division	\$14.68/hour Position #60013183

NOTE: This is an 11 month per year position.

APPLICATION DEADLINE: March 23, 2020

JOB DUTIES: Under the direction of the Park Superintendent, coordinate and assist Visitor Services operations including, but not limited to, customer service, accounts payable and receivable, reservation and point of sale systems, computer systems, park volunteer programs, education programs, revenue reconciliation and deposits, training staff, setting job tasks to employees and event set-up and tear down. Assist with summarizing data from statistical, financial and administrative programs to create documents to assist with presenting information for decision making by Park Management, to include occupancy reports, visitation reports, vehicle logs, invoice logs, purchase card logs, staffing and volunteer reports and schedules. Assist Regional Park Superintendent with similar functions as needed. Perform related work as required.

KNOWLEDGE, SKILLS, & ABILITIES: Knowledge of the principles and practices of record keeping and accounting. Strong and effective communication and customer service skills. Ability to learn state park and agency regulations; organize projects; operate cash register and calculator. Working knowledge of Microsoft Word and Excel.

QUALIFICATIONS/REQUIREMENTS: Coursework/training in administrative/office support functions, procedures, and methods including the operation of personal computers and office equipment; research; or areas related to the programs and functions of the employing agency. OR Experience in performing administrative/office/secretarial support work including use of personal computers and office equipment.

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