# UPPER BIG BLUE NATURAL RESOURCES DISTRICT
# FIELD OFFICE SECRETARY JOB DESCRIPTION

**JOB TITLE:** Field Office Secretary
STATUS: Full-Time
EMPLOYMENT CLASSIFICATION: Nonexempt under the Fair Labor Standards Act
DEPARTMENT: Office
EMPLOYEE:
REPORTS TO: District Office Manager, with day-to-day supervision by the Natural Resources Conservation Service Resource Conservationist
LOCATION: Field Office in Geneva, Nebraska
APPROVAL: November 17, 2026
DRAFT DATE: November 17, 2026

**PURPOSE**

Provide administrative support to the Natural Resources Conservation Service field office under the memorandum of understanding between Upper Big Blue Natural Resources District and the U.S. Department of Agriculture. Represent the District locally by assisting producers with tree purchases and District planting, land treatment cost-share applications, and wildlife habitat programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide secretarial services for the Natural Resources Conservation Service and the Upper Big Blue Natural Resources District.
- Respond to routine inquiries and refer technical questions requiring interpretation or a determination to the appropriate staff or agency.
- Answer calls, greet visitors, and relay accurate messages to the appropriate staff or agency.
- Receive and route incoming mail and electronic communications.
- Maintain producer files. Create files, file maps, update landowner and operator information, and transfer assistance notes, conservation plans, determinations, engineering documents, and other forms.
- Handle and safeguard records containing personally identifiable information.
- Maintain accurate, detailed case notes documenting key communications, actions taken, and decisions for future reference.
- Assist producers with District, state, and federal conservation programs by receiving applications, creating and maintaining contract files, and updating participant records.
- Organize, protect, and retain records in accordance with applicable District and federal agency procedures. Route records requests to designated staff.
- Prepare letters, reports, and other documents using approved templates and office procedures.
- Schedule appointments for field office and District staff as needed.
- Coordinate with the Farm Service Agency on requests for highly erodible land and wetland determinations for producer fields or tracts. Track requests in Conservation Desktop and refer technical determinations to authorized staff.
- Maintain field office supplies, prepare requisitions for the Natural Resources Conservation Service purchasing representative, and restock supplies as needed.
- Assist producers with land treatment cost-share applications, tree planting plans and orders, and wildlife habitat inquiries.
- Explain basic District and federal conservation program requirements using approved information.
- Coordinate with other Natural Resources Conservation Service field offices on shared work.
- Coordinate with District staff on District programs and activities.

**QUALIFICATIONS**

Qualified individuals must be able to perform the essential functions of the position with or without reasonable accommodation.

- Meet one of the following: an associate degree or equivalent education from a two-year college or technical school, at least six months of related experience or training, or an equivalent combination of education and experience.
- Ability to read and interpret safety rules and operating and personnel policies.
- Ability to follow written and oral instructions and work schedules.
- Ability to review, proofread, and verify data.
- Ability to maintain accurate files and case notes and handle confidential information appropriately.
- Ability to communicate clearly and work effectively with others.
- Ability to complete assigned work independently and follow through on assignments.
- Ability to use sound judgment when addressing difficult situations.
- Ability to work tactfully with the public, Board of Directors, staff, and partner agencies.
- Experience with word processing, databases, and spreadsheets.

Preferred qualification. Experience with Microsoft Office.

**WORK ACTIVITIES AND PHYSICAL DEMANDS**

The work involves extended periods of computer-based office work and includes the following activities.

- Move and store office supplies and materials.
- Prepare large mailings, including folding, inserting, and processing outgoing items.
- Exchange information with the public, staff, and partner agencies in person and through telephone, email, and written correspondence.

**OTHER REQUIREMENTS**

Follow District personnel, drug-free and alcohol-free workplace, anti-harassment, and safety policies, as well as applicable Natural Resources Conservation Service workplace policies. Communicate professionally and respectfully with the public and with staff at both agencies.

**Complete Form I-9 after accepting an offer. The District uses E-Verify to confirm employment eligibility for new hires. Meet applicable U.S. Department of Agriculture screening and credentialing requirements for access to federal systems used in the position.**

This position is subject to veterans' preference under Nebraska law. For reasonable accommodation in the application process, contact the District at careers@upperbigblue.org.