



**NEBRASKA STATE GOVERNMENT
invites applications for the position of:**

Administrative Assistant I

SALARY: \$15.62 /Hour
OPENING DATE: 08/16/17
CLOSING DATE: Continuous
JOB TYPE: PERM FULL TIME
LOCATION: Lincoln
DEPARTMENT: Military Department (Adjutant General)

DESCRIPTION:

Under general supervision performs a wide range of administrative functions in support of the Construction Facilities Management Office (CFMO).

Hours: 7:30am - 4:30pm, Monday - Friday.

Job location is the Joint Force Hdqtrs. at the Air and Army National Guard Base 2433 NW 24th Street, Lincoln, NE 68524.

EXAMPLES OF WORK:

Examples of Work:

- Serves as the point of contact for the Construction Facilities Management Office. Performs day-to-day administrative functions including but not limited to, word processing, data entry, copying, filing, maintenance of contact lists, and mail distribution.
- Acts as a liaison with other departments and outside agencies, including high level contacts at National Guard Bureau (NGB) Handles confidential and non-routine information and explains policies when necessary. Responds to a high volume of requests for information.
- Schedules and organizes complex activities such as meetings, agendas, travel, conferences, departmental activities, including the CFMO. Maintains CFMO calendars, schedules meetings. Reserves the Joint Force Headquarters complex conference/classroom spaces.
- Processes State employee travel requests/orders, to include travel authorizations, hotel reservations, direct bill authorizations and purchase orders; assists military personnel with travel request and vouchers.
- Compiles, types, reproduces, and distributes data for weekly/monthly/quarterly/annual reports. • Researches operational problems and recommends modifications such as policy, process, or procedural changes, forms revision, and changes in organizational structure to increase the efficiency and effectiveness of work activities.
- Requests and coordinates Military Air flights, flight times and manifest information thru NENG Aviation and requests invitational travel orders for civilians flying via Military Air.
- Assists with payroll by collecting time sheets, reviewing for accuracy, updating payroll coding report, serves as a delegate for approving State timecards. Compiles State Employee leave report on a monthly basis.
- Prepares documents to pay vendors, employee expenses, or other state agencies in accordance with the Nebraska Accounting System – JD Edwards/Enterprise One requirements and department procedures.
- May attend meetings for CFMO to relay relevant, pertinent information and status on given issues.

- Assists with overseeing CFMO vehicle maintenance schedules, fuel logs, and annual registration.
- Maintains office supplies and inventory for CFMO department, and purchases requested materials; reports purchases monthly. Performs other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Experience in office management; or in developing and implementing work policies, processes, and procedures; or in monitoring and organizing program, administrative, or technical activities OR Post high school coursework in: administration, management, accounting, finance, planning, policy analysis, administrative/management analysis, operations research, program evaluation, research, or similar fields.

PREFERRED: Experience in PFC/Enterprise One and State Accounting.

OTHER: Must be fiscally capable of obtaining a State/Agency Purchase card. Applicants must possess a valid driver's license at time of hire. Prior to any job offer being made, all certifications, diplomas and references will be verified and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check and the incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Office management and record keeping methods and practices; administrative report preparation practices; federal and State laws and regulations governing work assigned. Skill in: Proficiency in Microsoft Office, computer and data management; spreadsheets, and memos. Ability to: Facilitate and coordinate a variety of tasks across multiple levels simultaneously. Interact with senior management, employees, and the public; formulate and recommend modifications to operational directives to attain agency goals; coordinate the activities necessary to arrange various conferences, and meetings; collect, assemble, and analyze facts and draw conclusions to recommend solutions to problems; identify and interpret administrative requirements, policies, and regulations to provide guidance and advice; organize and present facts and opinions to managers; learn the structure, functions, goals, and policies of the employing agency. Work diplomatically and as part of a team.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://statejobs.nebraska.gov>

1526 K Street, Suite 100
Lincoln, NE 68508

Position #03145154
ADMINISTRATIVE ASSISTANT I
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Equal Opportunity Employer
