



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 for the Adjutant General and Deputy Adjutant General and provides support for the Command Group. Provides professional level planning, organizing, administering, and monitoring of administrative functions, processes, and resources pertinent to the Agency's overall mission and operations.

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

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

EXAMPLES OF WORK:

- Serves as the initial point of contact for the Adjutant General's office for internal/external senior leaders, VIPs, staff, military and state employees, veterans, or the general public. Acts as a liaison with other departments and outside agencies, including high level contacts at the Department of Defense (DoD) and the Governor's Office.
- Provides complex and professional senior administrative support to the Adjutant General (AG) and the Deputy Adjutant General. Maintains highly confidential correspondence and determines appropriate course of action, referral and response. Responds to a high volume of requests for information.
- Manages the Adjutant General's and the Deputy Adjutant General's calendars and availability and keeps the AG abreast of critical issues. Provides assistance to an additional eight senior leaders within the Adjutant General's Office.
- Participates in various administrative projects for the office and assists in the management of the Agency's guidelines and policies, both state and federal.
- Researches operational problems and recommends modifications such as policy, process, or procedural changes, and changes in organizational structure to increase the efficiency and effectiveness of work activities.
- Schedules and organizes complex activities such as meetings, agendas, travel, conferences, promotions, retirements, and departmental activities as well as the scheduling of office space required for these activities and events.
- Performs day-to-day administrative functions including but not limited to, word processing, data entry, copying, filing, maintenance of contact lists, and mail distribution. Maintains office supplies and inventory for Command Group and purchases requested materials. 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: A background in a military office environment.

OTHER: Must possess a valid driver's license at time of employment. Applicants will be screened for possession of these qualifications, certifications, diplomas, and references will be verified prior to job offer and any falsehoods will disqualify the applicant. Before any job offer is made, the applicant may be required to pass a criminal background check, and the incumbent must achieve/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. Knowledge of military rank and organizational structure is helpful. Skill in: Proficiency in Microsoft Office and Outlook, 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 and schedule 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 recommendations 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>

Position #03166105
ADMINISTRATIVE ASSISTANT I
KS

1526 K Street, Suite 100
Lincoln, NE 68508

Equal Opportunity Employer
