

Closing Date	7/18/2022
Salary	\$12.240/hr
Job Type	Full-Time/Permanent
Position	Office Technician (#03166203)
Location	Lincoln, NE
Division	Military Department (The Adjutant General)

Position Description: Join our team at the Nebraska Military Department composed of an ANG Fire Department, Civil Engineering, Facilities Maintenance, Nebraska Emergency Management Agency, Military Security Force to name a few.

The NMD is looking for an Office Technician with our Joint Command Staff department team!

The State of Nebraska offers excellent benefits, including: 13 paid holidays, generous sick and vacation leave accruals to start out, a retirement plan with a State match of 156%, health, dental, vision and life insurance options (\$20K basic life insurance at no cost and the State pays 79% of health insurance monthly premiums), short and long-term disability, dependent and flexible spending accounts, flexible work schedules, telework possibilities, Deferred Compensation Plan, Military Spouse Transition Program, Veterans Preference, Leave Donation Programs, community college benefit for children of state teammates, free parking, job stability...plus more!

Sounds like an environment that you want to be part of? Check us out!

Examples of Work:

Performs public access work for the Adjutant General's Office by receiving, screening, and routing telephone callers, visitors, and/or electronic communications and answering basic/routing questions; performs routine clerical and mail related support work.

Operates a multi-line phone system to receive and place calls, provide information, direct inquiries to the appropriate agency employees or offices, take messages and make appointments.

Greets visitors and customers and assists them with directions.

Performs distribution operations for the agency, to include semi-weekly courier services from the Nebraska National Guard to the downtown Lincoln area.

Controls customer, client, vendor, visitor and/or employee traffic to provide required security and safety.

Develops and updates telephone, address and staff rosters; other references and guides to provide ready answers to inquiries; and all other information governed by the internal Standard Operating Procedures (SOP).

Operates office equipment such as a multi-line telephone systems, personal computers, copy and scanning equipment, calculators, facsimile machines and associated software.

Maintains accountability of State vehicle, to include assisting with having the vehicles serviced.

Types letters, labels, and narrative, numerical, or graphic information to facilitate the processing or documentation of information; files documents and other material, enters numerical or graphic information into existing spreadsheets or database systems as needed.

Assists with mailings from generated lists, printing labels to managing the RSVP listings.

Other duties as assigned.

Qualifications/Requirements:

Minimum Qualifications Required: Coursework/training or experience in public contact, customer service, and/or performing and applying office/clerical support procedures, including the use of a personal computer, associated software, and office equipment.

Other/Special Note: 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. 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 required:

Knowledge of: the practices and procedures pertinent to office/clerical support operations; the methods of filing, record keeping, bookkeeping, and mailing; computer operations and standard software and hardware applications; the purpose and activities of the employing agency; the work unit policies and guidelines pertinent to office/clerical support operations; the functions and specialized terminology associated with the work unit and agency; grammar, spelling, capitalization, and punctuation to recognize and correct errors, record keeping, and mail distribution.

Ability to: code/sort and file/retrieve records/documents established indexing/filing systems; identify similarities and differences between two or more sets of data; communicate in person, by telephone or email; communicate effectively with work unit supervisors, co-workers, other agency employees, and customers or visitors to exchange information; understand and apply instructions; compute/total figures involving the use of addition, subtraction, multiplication, division, percentages, and fractions; determine course of action to correct inaccurate or incomplete records/documents; file and record information using numerical, alphabetical, and other records keeping systems; maintain confidentiality of materials processed; operate standard office equipment; learn and be able to explain agency office/clerical support operations, policies and guidelines; select and apply established office/clerical support policies, standards, and procedures.

Instructions for Applying

Here are some important points to remember when applying for positions at the State of Nebraska:

- The employment application is required and is the only source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.
- You will have the opportunity to attach a resume; however it is not considered part of the application. Information contained in a resume, supplemental questionnaire, or other document, will not be considered in lieu of the formal on-line application form.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

To Apply: Applications must be made through www.statejobs.nebraska.gov. Resume in lieu of online applications will not be accepted.

