

## Administrative Clerk

### DESCRIPTION

Under general supervision, to be part of a team to accomplish the clerical needs of the Nebraska Brand Committee in the Headquarters Office in Alliance, Nebraska. To be flexible and cross trained to be acquainted with the total operation of the Nebraska Brand Committee Office. To perform clerical duties as designated following established methods and procedures. All clerical staff may be cross trained for any or all duties.

### EXAMPLES OF WORK

A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.

- Perform responsible clerical duties as designated following established methods and procedures.
- Type, compose or compile correspondence, reports and material requiring knowledge of office procedures and policy.
- Maintains various records, assuming responsibility for accuracy, completeness and compliance with rules.
- Process local inspection certificates, auction market reports, farm sales and locker plants and prepare daily deposits. File all such records.
- Maintain inventory records of special sales.
- Fill supply orders for inspectors, investigators and registered feedlots.
- Maintain estray case procedure.
- Maintain registered feedlot procedures.
- Make duplicate clearance certificates and issue receipts.
- Reviews data on voucher, invoices, computer printouts, and other financial documents to ensure the information is accurate and complete and meets the established agency requirements; contacts document originator to request required documentation or elicit additional information.
- Research record upon request.
- Unload supply shipments and place on shelves
- Answers telephone when delegated and gives routine information to the public.
- Trains subordinate clerical workers.
- Opens, sorts and distributes mail, if delegated.
- Assist in maintain equipment inventory.

**FULL PERFORMANCE KNOWLEDGES,  
ABILITIES, AND SKILLS REQUIRED**

These may be acquired on the job and needed to perform the work assigned.

- Knowledge of Brand Committee policies, procedures, handbooks, statutes, and other regulations.
- Knowledge of; accounting systems; the methods of filing and maintaining accounting records; word processing and spreadsheet computer software programs; database management.
- Compiling data from multiple sources into a single, comprehensive document or report.
- Ability to; learn and apply the principles and concepts of specific agency programs, regulations and procedures of an accounting system.

**ENTRY KNOWLEDGES, ABILITIES, AND  
SKILLS REQUIRED**

Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.

- Operate computer and other office machines.
- Basic arithmetic knowledge.
- Proficient in written and oral communication.
- Excellent customer service.
- Ability to be organized and meet deadlines.

**JOB PREPARATION GUIDELINES**

Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.

- Experience in accounting, business administration or related field or vocational school OR experience performing accounting functions including interpreting and analyzing financial data.
- Associates degree or equivalent work experience in office management/clerical