STATE OF NEBRASKA *REVISION DATE*: 02-23-2022

NEBRASKA BRAND COMMITTEE *OVERTIME STATUS:* Non- Exempt

Administrative Clerk

**DESCRIPTION**

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| Under general supervision, exercises discretion and independent judgment in conducting the business affairs of inspectors in sale barn settings. Performs full-performance professional and technical level support for all inspection practices. Responsible for~~.~~ processing and oversight of brand inspection data into the brand inspection system, cross referencing paper records to ensure data integrity for all inspections~~,~~ according to Nebraska State statutes and provide customer service for requests by brand inspectors. Maintains various records, assuming responsibility for accuracy, completeness, and compliance with rules. This position will also be responsible for maintaining schedules of inspections of non-exempt employees in the designated area. Performs related work as assigned. All clerical staff may be cross trained for other duties. |

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| * Follows or develops internal processes/procedures for inspection data entry.
* Gathers and analyzes data statistics subject to review.
* Extracts, compiles, organizes, and analyzes inspection data from yard books, and databases to develop and prepare sale barn clearances, to assist management in data entry.
* Creates, reconciles, and closes sales
* Enters cattle arrivals into sales
* Generates cattle clearances
* Reviews inspection transactions for completeness and accuracy; reconciles inspection discrepancies and independently prepares resolutions to correct discrepancies performing adjustments via date entry.
* Manages holds on sale barn cattle.
* Makes Cutbacks for sale cattle
* Identify and complete additional forms such as affidavits, bill of sales etc. as needed
* Type, compose or compile correspondence, reports and material requiring knowledge of office procedures and policy.
* Research records upon request.
* Answers telephone when delegated and gives routine information to the public.
* Assist in maintaining equipment and office supply inventory for field and sale barn staff.
* Work closely with sale barn staff to confirm headcounts, balance sales, and help clear any potential holds.
* Monitor hours worked by non-exempt staff to help assist with scheduling.
* Schedule and dispatches local inspections for inspectors in designated areas.
* Filing
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 **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.

**FULL PERFORMANCE KNOWLEDGES,** Theses may be acquired on the job and needed to

**ABILITIES, AND SKILLS REQUIRED** perform the work assigned.

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| * Knowledge of Brand Committee policies, procedures, handbooks, statutes, and other regulations.
* 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.
* Comprehensive use of the electronic Inspection system
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**ENTRY KNOWLEDGES, ABILITIES, AND** Applicants will be screened for possession of these

**SKILLS REQUIRED** through written, oral, performance and/or other evaluations.

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| * 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.
* Ability to think critically and quickly resolve issues.
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**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.

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| * Experience in, business administration or related field or vocational school OR experience performing data entry functions including interpreting and analyzing data.
* Bachelor’s degree or equivalent work experience in office management/clerical
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