Conservation Districts of Iowa
Administrative Support Specialist
Clarinda, Iowa

Overview & Job Duties:

This position is housed in the USDA-NRCS offices: Clarinda, Iowa.

Duties:

Performs general clerical work for the USDA-NRCS Resource Team. This includes drafting letters at the request of the RTL. Clerical duties also include, answering the phone, scanning documents, and filing in proper electronic and paper files.

Utilizes NRCS Business Tools to record conservation decisions. Assists with data entry related to conservation program contracting.

Maintains/Assists with farm/tract records in each of the field offices located within the resource team.

Performs data entry related to workload tracking and assignments.

Responsible for managing and organizing the RTL schedule. Assists with making appointments, returning calls, and scheduling farm visits, as needed.

Receives and completes requests for statistical or informative material regarding NRCS programs, advises technical staff of need for information.

Performs administrative functions related to outreach activities; including but not limited to field days, outdoor classrooms, etc.

Works with the Farm Service Agency (FSA) and landowners and operators to ensure the applicant is current with program eligibility and payment limitations. Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Skill in operating personal computers, related software, hardware, and printing equipment to create and generate reports, to locate and extract electronic files from the Internet and other electronic sources, and to format information for electronic dissemination. This includes knowledge of and skill in using Microsoft software such as Access, Excel, Front Page, Outlook, PowerPoint, Publisher, and Word. Incumbent will also learn to use agency specific software, SharePoint, and other web-based tools.

Starting Salary:

$19/hour, health benefits and retirement package, paid holidays and paid leave. CDI reserves the right to terminate or amend any or all benefit plan(s). Participation is neither a contract nor a guarantee of future employment.

To Apply:

Please include your cover letter, resume, and three professional references as one PDF file. Send to Dien Judge at dien@cdiowa.org.

Conservation Districts of Iowa is an equal opportunity employer.