

Secretary I

Job Post Deadline Date

Thursday, October 29, 2020

External Job Posting Date

October 15, 2020

Salary

\$2,465.05

Month

City of Job Vacancy

Omaha

District

4A

Secretary I

District #4A

Location: Omaha

Under direct supervision, this position involves responsibility for performing a variety of secretarial functions such as filing, data entry, receptionist, word processing, and other general office duties.

Become familiar with, compile, and maintain records. Type letters, memoranda, and reports from dictation, rough draft, or copy. Become familiar with and complete various required forms. Act as receptionist, answer telephone, give routine information to the public. Operate most office machines to include computers. May open, sort, and distribute mail. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to follow instructions. Ability to operate office machines, typing and data entry skills and good telephone skills.

REQUIREMENTS: Graduation from high school or equivalent. At least 1 year of clerical experience.

PREFERRED: Ability to speak Spanish.

Hiring Rate: \$2,465.05 per month

Closing Date: 10/29/20

Please visit <https://statejobs.nebraska.gov> to fill out the State application. The State of Nebraska complies with Nebraska's Veterans Preference Laws.
