

NEBRASKA DEPARTMENT OF BANKING & FINANCE

Position Opening: Staff Assistant I (Securities Bureau)

The Nebraska Department of Banking & Finance has a full-time opening for the position of Staff Assistant I in our Securities Bureau. If you are interested in applying for this position, you must complete a State of Nebraska application form. To apply online, log on to <http://statejobs.nebraska.gov>. If you have questions, please contact State Personnel at 402/471-2075, or send an email to state.jobs@nebraska.gov.

Class Title: Staff Assistant I
Salary: \$14,535 hourly
Closing Date: November 14, 2016

The Nebraska Department of Banking and Finance - Bureau of Securities Division regulates the offer and sale of securities to Nebraska residents. For more information about the Nebraska Department of Banking and Finance, please visit our website at www.ndbf.ne.gov.

Essential Duties:

Provide administrative support to licensing staff and other staff of the Bureau of Securities including, but not limited to, draft/proof/edit general correspondence, data input, records management; create and maintain Excel spreadsheets; sort data and create tracking, performance, and other reports from database systems; compile weekly applicant listing; compile and review registrant applications for completeness; create and maintain files, including registrant applications and citizenship verification; backup for receipting of checks; daily backup for front desk receptionist. Communicate orally and in writing with registrants and the public in response to general questions. Keep paper stocked in copiers and printers. Backup to deliver mail to and pick up mail from building mail center. Perform other administrative support tasks as directed.

Qualifications/Requirements:

REQUIREMENTS: Coursework/training in administrative/office support functions, procedures, and methods including the operation of personal computers and office equipment; research; or areas related to the programs and functions of the employing agency, OR, experience in performing administrative/office/secretarial support work including the use of personal computers and office equipment.

PREFERRED: Two or more years' experience in general office support work. Reception and multi-line phone system experience. Proficient with Microsoft Word, Excel, and Access.

OTHER: Ability to lift up to 25 pounds.

Knowledge, Skills and Abilities:

Working knowledge of administrative/office support functions, procedures, and methods.

Knowledge of the principles and practices of record keeping; multi-line phone system. Proficient skills in Microsoft Word, Excel, and Access - including creating, formulating and formatting spreadsheets. Knowledge and ability to assist others with Word, Excel, and Access. Ability to research and summarize technical data into reports. Effective oral and written communication skills. Professionalism and good judgment in dealing with registrants, the public, and Department staff. Ability to multi-task, meet and adhere to deadlines, work independently, and be a team player.