

ADMINISTRATIVE ASSISTANT to NRCS

The FSWCD is looking for someone with the following skills, knowledge and abilities to fill a 30 – 40 hour/week administrative position:

- Problem solver
- Self starter
- Computer literate: Word, Outlook, Excel & other software programs
- Must be able to learn & operate NRCS custom software programs.
- Organized
- Some travel required
- Receive calls/greet visitors
- Filing
- Must be able to learn & follow NRCS Standard Operating Procedures
- Basic Accounting Knowledge/Practices preferred
- Create Letters, Documents & Spreadsheets
- Knowledge of standard business correspondence & grammar
- Valid Alaska Driver's License (required)
- Operation of a motor vehicle (required)
- Background/Security check (required)
- U.S. Citizen (required)
- Natural Resource Conservation Service is a technical conservation agency. www.nrcs.usda.gov
- Compensation – DOE (\$15-\$18/hr + monthly medical stipend, PTO & paid holidays after 90 days)
- Resumes required mail or fax (907-479-6998) – ATTN: FSWCD
(Fairbanks Soil Water Conservation District)

590 University Ave. Ste B.

Fairbanks, AK. 99709

907-479-1213