

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### ACCOUNTING CLERK I

#### Scope of Work

This is clerical work involving the application of basic accounting principles and practices in maintaining financial records.

Performs varied tasks such as responsibility for the application of basic bookkeeping principles and practices to a limited range of financial records within the limits of an established accounting system. Work includes performing simple accounting procedures with regard to purchase orders, invoices, cash deposits and vouchers. Work also includes reviewing figures, completing financial forms and preparing, copying and filling financial records and documents. Individual initiative is exercised in completing routine tasks and responding to customary requests. Direct supervision is received from an administrative superior with work reviewed in the form of accuracy and results achieved.

#### Examples of Work

Prepares and processes vouchers, invoices and purchase orders; prepares, copies, files and retrieves financial records and documents; completes financial forms and documents.

Performs data entry related to financial transactions; compiles and distributes routine student and departmental billings; collects payments, prepares receipts and completes records for deposit.

May serve as office receptionist for department; answers and directs incoming telephone callers to appropriate personnel; documents and forwards messages; may open, sort and distribute departmental correspondence and incoming mail.

May assist with the preparation and submission of documents for computer processing; of vouchers, invoices, purchase orders and payroll for payment; and of warrants for distribution and payments.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of basic accounting principles and practices.

Knowledge of computer systems and common accounting software applications.

Ability to communicate effectively both orally and in writing with the general public and a diverse staff and student population.

Ability to maintain financial records and adhere to prescribed procedures.

Ability to transcribe financial information completely and accurately.  
Skill in the operation of a personal computer, typewriter, calculator and other common office equipment.

#### Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by coursework in accounting or a related field and a minimum of one year responsible work experience in an accounting or bookkeeping position.

### Minimum Requirements

Graduation from Senior High School or equivalent supplemented by six months to one year responsible work experience in an accounting or bookkeeping position or any combination of skills, knowledge and abilities that meet these requirements.

### Special Requirements

Incumbent may be required to pass a standard job-related typing/keyboarding test.

### Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### ACCOUNTING CLERK II

#### Scope of Work

(May perform all the duties of Accounting Clerk I plus the following)

This is complex clerical work involving the application of accounting principles and practices in maintaining financial records.

Performs varied tasks such as responsibility for the application of bookkeeping principles and practices to a wide range of financial records and accounts within the limits of an established accounting system. Work includes performing accounting procedures including posting and balancing transactions to account ledgers, preparing account adjustments and reconciling general ledger accounts with monthly reports. Work decisions are made in accordance with established precedents and departmental procedures. Supervision is received from an administrative superior with work reviewed in the form of accuracy and results achieved.

#### Examples of Work

Collects receipts and deposits cash payments; posts and balances financial transactions to account ledgers; prepares adjustments to accounts including refunds and overpayments.

Reconciles general ledger accounts with monthly reports including accounts receivable and revolving fund accounts; prepares financial statements; enters accounting data for budgetary processing.

Edits, prepares and submits documents for computer processing; prepares and submits vouchers, invoices, purchase orders and payroll for payment; prepares warrants for distribution and payments.

May authorize payments on account according to departmental policies and procedures; assists peers in receiving and documenting cash receipts; answers correspondence and inquiries related to assigned accounting processes and functions.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of accounting principles and practices.

Knowledge of computer systems and accounting and financial software applications.

Ability to communicate effectively both orally and in writing with the general public and a diverse staff and student population.

Ability to maintain financial statements and records.

Ability to make operational decisions based on established precedents and departmental policies.

Ability to perform various mathematical computations quickly and accurately.

Skill in the operation of a personal computer, typewriter, calculator and other common office machines.

#### Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by an Associate's Degree in accounting or a related field and two years of responsible work experience in an accounting or bookkeeping position.

### Minimum Requirements

Graduation from Senior High School or equivalent supplemented by coursework in accounting and at least one year of responsible work experience in accounting or bookkeeping or any combination of skills, knowledge or abilities that meet these requirements.

### Special Requirements

Incumbent may be required to pass a standard job-related typing/keyboarding test.

### Essential Duties

Each college will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### ACCOUNTING CLERK III

#### Scope of Work

(May perform all the duties of Accounting Clerk I and II, plus the following)

This is a leadership position involving the independent application of advanced accounting principles and practices to a wide range of financial accounts and records within an established accounting system.

Work responsibilities include updating, reconciling and maintaining facility accounts receivable and accounts payable ledgers, updating, reconciling and maintaining individual student payment accounts and compiling statistical information and preparing financial statements and reports. An employee within this classification is expected to use independent judgment in making decisions within the context of professional edicts and departmental policies and procedures. General supervision is received from an administrative superior with work reviewed in the form of compliance with financial policies and procedures and overall accuracy. Employees in this classification will provide leadership over other accounting and clerical staff.

#### Examples of Work

Updates, reconciles and maintains facility accounts receivable and accounts payable ledgers; coordinates data processing, compiles statistical information and prepares financial statements and reports.

Updates, reconciles and maintains individuals student accounts including housing, tuition and loan payments; authorizes return of overpayments; computes, collects and distributes loan payments; initiates collection of delinquent accounts.

Prepares responses to student's and financial institution's inquiries and correspondence related to facility and student accounts; assists cashiers with unusual transactions; and trains other accounting and clerical staff, as assigned.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of advanced accounting methods, principles and practices.

Knowledge of computer systems and advanced accounting and financial software applications.

Ability to develop and maintain financial statements and records.

Ability to communicate effectively both orally and in writing with the general public, financial institution personnel and a diverse staff and student population.

Ability to apply advanced accounting principles to the maintenance of fiscal and accounting records.

Ability to make operational and professional decisions based on established precedents, departmental procedures and professional experience.

Skill in the operation of a personal computer, typewriter, calculator and other common office machines.

### Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by an Associate's degree in accounting or a related field and a minimum of three years of responsible supervisory experience in an accounting or bookkeeping position.

## Minimum Requirements

Graduation from Senior High school or equivalent supplemented by an Associate's degree in accounting or a related field and two years of responsible supervisory experience in accounting or bookkeeping or any combination of skills, knowledge and abilities that meet these requirements.

## Special Requirements

Incumbent may be required to pass a standard job-related typing/keyboarding test.

## Essential duties

Each College will determine for their own use the essential duties assigned to this position.

The forgoing is a general description of this position and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### BROADCAST ENGINEER

#### Scope of Work

This is skilled technical work repairing and maintaining radio and television broadcasting equipment and cable systems on campus.

Performs varied tasks such as repairing and adjusting broadcast equipment associated with an FM radio and cable television station and operating and maintaining television, video and audio/visual and related computer editing and production equipment. An employee of this classification exercises independent judgment and discretion in planning and coordinating work tasks. General supervision is provided by an administrative or technical superior with work reviewed in the form of equipment performance and results achieved.

#### Examples of Work

Repairs and adjusts the broadcasting machinery of an AM/FM radio and cable television station including equipment used in a production studio and in remote locations; operates and maintains television studio and electronic video production equipment, audio/visual equipment and related computer editing equipment.

Performs preventative maintenance on video tape machines, television cameras, transmitting and reproduction equipment and related video, television and audio equipment; assists in the setup and operation of equipment for remote broadcasts and other productions requiring technical expertise.

Installs or replaces broadcast equipment and cable at various locations including broadcast towers, radio and television stations and campus facilities; maintains equipment purchasing and repair records.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of a wide variety of media production and broadcast equipment and applications.

Knowledge of television, video and audio production and broadcasting processes and techniques.

Knowledge of applicable Federal and State statutes and regulations related to the operation and maintenance of broadcasting facilities including FCC regulations and requirements.

Ability to operate, assess problems and maintain a variety of television, video and audio production and broadcast equipment.

Ability to communicate effectively both orally and in writing with faculty, department heads, student and the general public.

Ability to prepare and maintain equipment scheduling, usage and repair records.

Ability to coordinate multiple activities within short periods of time.

Skill in the operation and maintenance of a wide variety of television, video and audio production and broadcast equipment

### Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by a technical degree in broadcasting and three years of technical work experience as a television engineer.

### Minimum Requirements

Graduation from Senior High School or equivalent supplemented by two years of experience as a television engineer or any combination of skills, knowledge and abilities that meet these requirements.

### Special Requirements

Possession of a FCC telecommunications operator's license may be required.

### Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

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NEBRASKA STATE COLLEGE SYSTEM  
CLASSIFICATION DESCRIPTION  
Effective 7-1-2012

CUSTODIAL LEADER

Scope of Work

Perform duties of a Custodian and act as a lead in cleaning, performing preventative/routine maintenance, minor repairs and grounds keeping tasks.

Leadership is exercised over a small crew of Custodians.

Perform varied tasks such as scheduling, distributing supplies, and inspecting work performed by Custodians in addition to being a working member of the custodial crew.

Examples of Work

Plan and schedule activities for work performed by Custodians.

Inspect cleaning levels and monitor cleaning practices and procedures.

Maintain proper levels of inventory and supplies.

Train, lead and motivate Custodians.

Sweeps, dusts, mops, strips and waxes floors; shampoos carpets and upholstered furniture; may perform emergency and special setup or cleanup functions; maintains security by keeping doors and windows locked after hours; may be required to lock/unlock buildings, doors, meeting rooms and classrooms.

Washes walls, woodwork, baseboards, windows, blinds and furniture; cleans classroom backboards/dry erase boards; dusts, polishes and wipes furniture, woodwork, baseboards, doors and light fixtures; moves furniture and equipment as directed.

Cleans sinks, basins, toilets, urinals, bathtubs and showers; replenishes bathroom supplies; unplugs traps and drains; collects and disposes of trash; operates vacuums, scrubbers, buffers and other mechanical or power cleaners; may change light bulbs, fuses and heating and air conditioning filters; check buildings and report maintenance needs, lighting or equipment problems.

Patch, paint and finish walls, trim and woodwork as directed.

Cleans and maintains general cleaning equipment and materials; replenishes and distributes cleaning supplies as required; cares for plants in and around campus buildings

as assigned including watering, trimming, and weeding duties; assists in snow removal activities.

### Required Knowledge, Skills and Abilities

Knowledge of proper cleaning methods, procedures, products and materials.  
Knowledge of the use and care of cleaning equipment and supplies.  
Ability to perform assigned cleaning, maintenance and repair duties.  
Ability to learn repetitive tasks quickly and multi-task.  
Ability to use cleaning supplies and operate cleaning equipment including a vacuum, mechanical or power cleaners and other custodial equipment.  
Ability to operate a computer and a two-way radio.  
Ability to interact courteously and tactfully with students, staff, and public.  
Ability to provide leadership for Custodians.  
Ability to work indoors and outdoors.  
Ability to work independently or as part of a team.

### Minimum Requirements

Minimum of one year previous experience in custodial work providing the required skills, knowledge and abilities needed to perform the assigned work.

Ability to work in extreme hot or cold; bend, crouch and climb; assist in safe lifting in excess of 75 pounds; and, sufficient strength to perform assigned tasks.

Demonstrated ability to provide leadership to small crew of co-workers.

### Preferred Training and Experience

More than one year of previous experience in custodial work or supervisory experience.

### Essential Duties

Utilize methods, practices, tools, equipment and materials in a variety of cleaning disciplines.

Work safely and use appropriate precautionary methods involved in cleaning, maintenance and repair activities.

Communicate effectively and interact positively as a lead with the public, staff, and students.

Each College may establish additional essential duties assigned to this classification.

The foregoing is a general description of this classification and may be changed at the discretion of the System Administration.

**NEBRASKA STATE COLLEGE SYSTEM**  
**CLASSIFICATION DESCRIPTION**  
Effective 7-1-2012

**CUSTODIAN**

Scope of Work

Routine custodial work in cleaning and performing related tasks. Work is generally performed in accordance with established procedures and sanitary standards, which may vary depending upon location.

Performs preventative/routine maintenance, minor repairs, and grounds keeping tasks.

Examples of Work

Sweeps, dusts, mops, strips and waxes floors; shampoos carpets and upholstered furniture; may perform emergency and special setup or cleanup functions; maintains security by keeping doors and windows locked after hours; may be required to lock/unlock buildings, doors, meeting rooms and classrooms.

Washes walls, woodwork, baseboards, windows, blinds and furniture; cleans classroom backboards/dry erase boards; dusts, polishes and wipes furniture, woodwork, baseboards, doors and light fixtures; moves furniture and equipment as directed.

Cleans sinks, basins, toilets, urinals, bathtubs and showers; replenishes bathroom supplies; unplugs traps and drains; collects and disposes of trash; operates vacuums, scrubbers, buffers and other mechanical or power cleaners; may change light bulbs, fuses and heating and air conditioning filters; check buildings and report maintenance needs, lighting or equipment problems to supervisor.

Patch, paint and finish walls, trim and woodwork as directed.

Cleans and maintains general cleaning equipment and materials; replenishes and distributes cleaning supplies as required; cares for plants in and around campus buildings as assigned including watering, trimming and weeding duties; assists in snow removal activities.

Required Knowledge, Skills and Abilities

Ability to perform assigned cleaning, maintenance and repair duties.

Ability to learn repetitive tasks quickly and multi-task.

Ability to use cleaning supplies and operate cleaning equipment including a vacuum, mechanical or power cleaners and other custodial equipment.

Ability to operate a computer and a two-way radio.

Ability to interact courteously and tactfully with students, staff and the public.  
Ability to work indoors and outdoors.  
Ability to work independently or as part of a team.

### Minimum Requirements

Any minimum level of education, experience or training which provides the required skills, knowledge and abilities needed to perform the assigned work.

Ability to work in extreme hot or cold; bend, crouch and climb; assist in safe lifting in excess of 75 pounds; and, sufficient strength to perform assigned tasks.

### Preferred Training and Experience

Six months to one year of previous experience in custodial work.

### Essential Duties

Utilize methods, practices, tools, equipment and materials in a variety of cleaning disciplines.

Work safely and use appropriate precautionary methods involved in cleaning, maintenance and repair activities.

Communicate effectively and interact positively with the public, staff and students.

Each College may establish additional essential duties assigned to this classification.

The foregoing is a general description of this classification and may be changed at the discretion of the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### ELECTRICIAN

#### Scope of Work

This is skilled electrical work at the Journeyman's License level, installing, repairing and maintaining electrical and communication wiring, electrical fixtures, equipment and systems in campus buildings and dormitories.

Performs varied tasks such as installing conduit and wiring according to building plans and diagrams, installing telephone wiring and computer network wiring, assisting in examining, repairing and maintaining motor, lighting and fan units, repairing and maintaining fire alarms in buildings and dormitories. Direct supervision is received from a technical superior with work reviewed in the form of results achieved and adherence to local, State and Federal electrical codes.

#### Examples of Work

Installs, maintains and repairs boiler plant instrumentation on, motor control systems and associated electrical units; examines, repairs and maintains small and large motors, lighting equipment and fan units in buildings and dormitories; installs, repairs and maintains HVAC equipment wiring, control panels and electrical systems.

Installs conduit and electrical wiring according to building plans and diagrams; inspects and tests fire alarms and fire detectors to ensure proper operation; repairs and maintains fire alarms and security systems.

Replaces light bulbs in outdoor and indoor lighting systems inaccessible by custodial staff; installs portable public address systems for meetings and sporting events as needed; repairs and maintains communication wiring to include telephone and computer network wiring in campus buildings.

May operate and maintain public address systems and equipment for campus special events and athletic competitions; may perform maintenance on freight and passenger elevators.

Reads and interprets city, State and Federal electrical codes; ensures adherence to facility and professional safety rules and regulations; completes and maintains repair documents and files.

Performs other duties as assigned.

### Preferred Knowledge, Skills and Abilities

Knowledge of conventional electrical materials, testing devices and repair techniques and equipment.

Knowledge of local, State and Federal electrical codes and regulations.

Knowledge of electrical safety hazards and appropriate precautionary methods involved in electrical repair and construction activities.

Ability to interpret building plans and electrical diagrams.

Ability to communicate effectively orally and in writing with coworkers, building occupants and the general public.

Skill in the operation of hand tools, electrical testing and power equipment.

### Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by coursework in electronics or electrical repair and four years work experience repairing and maintaining electrical systems.

## Minimum Qualifications

Graduation from Senior High School or equivalent supplemented by two years of work experience repairing and maintaining electrical systems or any combination of skills, knowledge and abilities that meet these requirements.

## Special Requirements

Possession of a valid driver's license.

Possession of a valid State of Nebraska Journeyman's Electrical License.

## Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### ELECTRICIAN MASTER

#### Scope of Work

(May perform all the duties of Electrician, plus the following)

This is skilled electrical work at the Contractor's License level, installing, repairing and maintaining electrical and communication wiring, electrical fixtures, equipment and systems in campus buildings and dormitories.

Performs varied tasks such as inspecting, maintaining and repairing heating, ventilation and air conditioning (HVAC) electrical units and analyzing and remedying electrical problems within campus building and dormitory lighting, security and power systems. Work also includes repairing and maintaining electrical appliances and fixtures, electric motors, fire alarm systems, sound systems and controls and estimating job costs for specific projects. An employee within this classification uses independent judgement and professional expertise in determining work methods, work materials and required equipment. General supervision is received from an administrative superior with work reviewed in the form of reports, results achieved and adherence to local, State and Federal electrical codes. Leadership may be exercised over other electrical personnel.

#### Examples of Work

Analyzes and remedies electrical problems within campus building and dormitory lighting, security and power systems; estimates material, equipment and personnel costs for specific projects; prepares requisitions for necessary work; signs off on requests for permits; may assign, coordinate and monitor the work of subordinate electrical personnel.

Inspects, repairs and maintains HVAC electrical units and systems; repairs and maintains electrical appliances, electric motors, fixtures, fire alarm systems, sound systems and controls; installs conduits, power conductors, switches, receptacles, light fixtures and related electrical items; and repairs and maintains communication wiring to include telephone and computer network working in campus buildings.

Reads and interprets city, State and Federal electrical codes; ensures adherence to facility and professional safety rules and regulations; completes and maintains repair documents and files.

May operate and maintain public address systems and equipment for campus special events and athletic competitions; may perform maintenance on freight and passenger elevators.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of conventional and specialized electrical materials, testing devices and repair techniques and equipment.

Knowledge of local, State and Federal electrical codes and regulations.

Knowledge of electrical safety hazards and appropriate precautionary methods involved in electrical repair and construction activities.

Ability to estimate work material needs and costs related to electrical projects.

Ability to interpret building plans and sketch electrical diagrams.

Ability to plan, organize, train and evaluate the work of other staff.

Ability to communicate effectively both orally and in writing with coworkers, contracted employees, building occupants and the general public.

Skill in the operation of hand tools, electrical testing and power equipment.

#### Preferred Training and Experience

Graduation from a Senior High School or equivalent supplemented by an Associate's Degree in electronics or electrical repair and five years experience in the repair and maintenance of electrical systems.

#### Minimum Qualifications

Graduation from a Senior High School or equivalent supplemented by coursework in electronics or electrical repair and three years experience in the repair and maintenance of electrical systems including supervisory experience or any combination of skills, knowledge and abilities that meet these requirements.

## Special Requirement

Possession of a valid driver's license.

Possession of a valid State of Nebraska Contractor's Electrician License.

## Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.



**NEBRASKA STATE COLLEGE SYSTEM**  
**CLASSIFICATION DESCRIPTION**  
Effective Date: 2013

**Facility Operations Assistant**

Scope of Work

This position is responsible for administrative and manual work involving a variety of duties related to facility operations, purchasing and distribution of supplies, asset and surplus property management.

Performs varied tasks such as being responsible for receiving, storing, maintaining and issuing campus supplies, materials and general hardware. Use of the computer maintenance management software (CMMS) applications, ability to generate reports and analyze data to make decisions is central to the work of this position. Work also involves determining inventory levels, preparing bid sheets and purchase orders for vendors, packaging and delivering supplies to departments based on routine requests. Work also involves the collection of surplus property and the storing of surplus property through appropriate channels. This position helps coordinate building moves when facilities are renovated or staff relocates. General supervisory oversight is provided for this position.

Examples of Work

Receives and distributes campus inventory, stores, maintains and issues campus supplies. Determines inventory levels for all items purchased and stored; contracts and prepares bid sheets for vendors including item specifications and desired quantities. Controls key MRO "Maintenance Repair and Operational" inventory through the CMMS software package to support critical operational continuity.

This position orders special items like furniture and equipment, oversees campus recycling, supports special events such as graduation and building moves, unloads food service trucks, tags assets, creates SAP purchase orders, assists in general maintenance support, and pushes snow.

As needed this position supports Motor Pool by helping coordinate transportation requests.

When needed, supports Facility Services administrative needs like answering the phone and customer notifications, assigning Work Orders, and coordinates time sheets.

Receives incoming freight and express mail/packages and delivers to campus offices of designated central distribution point; prepares departmental or return items for shipment;

Purchases and retrieves supplies from local vendors; provides purchase information concerning requested items upon departmental request.

Collects identified campus surplus property, stores or prepares for disposal through appropriate surplus property channels and documents disposal method.

#### Minimum Qualifications

- Any minimum level of education, experience or training which provides the required skills, knowledge and abilities needed to perform the assigned work.
- Must possess a valid driver's license.
- Must be able to operate rough terrain forklift and utility vehicles.
- Ability to work in extreme hot or cold; bend, crouch and climb; assist in safe lifting in excess of 75 pounds; and, sufficient strength to perform assigned tasks.
- Strong people and customer service skills

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**NEBRASKA STATE COLLEGE SYSTEM**  
**CLASSIFICATION DESCRIPTION**  
Effective Date: 07/01/2019

**FINANCIAL AID TECHNICIAN**

Description of Work

This is an advanced classification that performs specialized clerical work of an administrative nature of varied scope and complexity requiring a broad knowledge of standardized policies and procedures, and confidentiality in the disposition of work matters.

Work requires significant independent judgment, problem solving, and decision making skills within prescribed limitations. Interprets guidelines to specific situations that are not covered by policies or procedures.

Work includes the maintenance of various record systems, the creation of reports involving student, departmental records, and statistical data.

Examples of Work

Applies knowledge of financial aid programs, procedures, and policies to provide administrative support and assistance in Financial Aid.

Assists current and prospective students and parents with a variety of inquiries and topics.

Provide students with consumer information as required by federal regulations.

Follow written policies and procedures about the College's financial aid programs.

Understand and apply Federal and State regulations and Institutional policies to daily operations.

Maintain records and prepare reports.

Perform other duties as assigned within the scope of this classification.

Minimum Qualifications

Graduation from High School or educational equivalent, college coursework in Business Administration or related field, and two years of clerical experience.

Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition and mathematical and statistical functions.

Knowledge of current office practices and procedures.

Knowledge of financial and student information systems and software used for word processing, spreadsheet and database applications.

Knowledge of basic budgeting and accounting principles and practices.  
Skill in the operation of a computer, scanner, copier, printer, and other common office equipment.  
Ability to perform advanced clerical tasks and projects including composing, preparing and disseminating correspondence, reports and memoranda.  
Ability to communicate effectively in verbal and written formats.  
Ability to maintain varied filing systems and records.

NOTE:

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Office Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### LIBRARY ASSISTANT

#### Scope of Work

This is clerical work performing detailed support duties related to the activities of a college library.

Performs varied tasks such as responding to inquiries regarding the availability and/or location of library materials, performing search activities to obtain information on bibliographic materials and receiving and recording new incoming library materials. Work also includes extensive public contact with work decisions made in accordance with established policies and procedures. General supervision is received from a technical superior with work reviewed in the form of observation and accuracy and completeness of tasks performed.

#### Examples of Work

Receives and records new materials and processes or forwards to appropriate staff for processing; may perform data entry to a computerized cataloging system including assists in the development and maintenance of bibliographic records; composes and prepares routine correspondence.

Prepares order recommendation cards; may maintain specialized library files and records; performs circulation duties including checking materials in and out, renewing materials, registering borrowers for library cards and assessing and collecting fines; may open and close the circulation desk.

Responds to inquiries regarding the availability and/or location of library materials and general requests for information from students, faculty and the general public; processes overdue library charges and assessed fees; revises filing in the card catalog; may prepare materials for binding.

Performs routine and preventative maintenance of copy machines, viewers and related library equipment; demonstrates the proper use of library equipment including computer search software, copiers and laminators; may perform stack maintenance duties including measuring growth of the collection and planning for collection shifts.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of the practices and techniques used in library science.

Knowledge of basic library services and resources.  
Ability to accurately enter data into a computer terminal.  
Ability to assist library users in locating desired information.  
Ability to communicate effectively both orally and in writing with the general public and a diverse staff and student population.  
Ability to adhere to prescribed guidelines and established policies.  
Ability to maintain detailed filing systems.  
Skill in the operation of a personal computer, typewriter, calculator and various common office equipment.

### Preferred Training and Experience

Graduation from Senior High School supplemented by coursework in Library Science or related area and two years of work experience in a library.

### Minimum Qualifications

Graduation from Senior High School or equivalent supplemented by a minimum of one year of work experience in a library or any combination of skills, knowledge and abilities that meet these requirements.

### Special Requirements

Incumbent may be required to pass a standard job-related typing/keyboarding test.

### Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The fore going is a general description of this position and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM CLASSIFICATION DESCRIPTION

## LIBRARY TECHNICIAN

### Scope of Work

This is a specialized clerical and technical library work related to cataloging and processing new library materials.

Performs a wide variety of tasks such as copy and continuation cataloging, rectification of bibliographic errors, processing and/or overseeing the processing of new materials and participates in the materials preservation program of the library. Incumbents apply judgment and initiative to evaluate and select alternative established courses of action. Making decisions regarding the application of established library procedures is a major job function. Work at this level requires greater understanding of the relationships and use of a broad range of bibliographic tools. General supervision is received with work reviewed in the form of observation, accuracy and completeness of tasks performed.

### Examples of Work

Perform “push-button” copy cataloging and some types of original pattern cataloging (e.g., Stanford theses).

Search for matching cataloging and route materials according to search results.

Perform routine catalog maintenance tasks (e.g., correct errors, process transfers and withdrawals, update holdings, process added copies and volumes).

Review, verify and modify descriptive elements (title, edition statement, collection, etc.) in cataloging copy for materials in all formats.

Perform high level maintenance (e.g., authority work to resolve heading conflicts and provide cross references).

Resolve serial problems and updating serial records locally or using and online bibliographic database.

Track and/or compile various library data; prepare a variety of statistical reports.

Perform routine bindery preparation and end processing tasks.

Monitor materials for binding and preservation treatments, updating online records. Assist with training and supervision of student workers in specific tasks.

Answer routine and directional questions from patrons and staff, referring more complex questions; may have occasion to deal with outside vendors.

Participate in evaluating and developing new techniques, procedures, plans and equipment by analyzing data and recommending alternatives.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of advanced library services and resources.

Knowledge of the practices and techniques used in cataloging and processing new library materials.

Ability to accurately enter data into a computer terminal.

Ability to adhere to prescribed guidelines and established policies/procedures.

Must be able to learn job skills readily not only from instruction from others but also through experience and have the judgment to know when to consult with others.

Requires meticulous and continuous attention to detail.

Ability to work independently and make initial decisions with a minimum of supervision.

Skill in the operation of a computer and various common office equipment.

#### Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by and Associates degree in library Science or a Library Specialists Endorsement and three years work experience in a library.

#### Minimum Qualifications

Graduation from a Senior High School supplemented by coursework in Library Science or related area and two years of work experience in a library or any combination of skills, knowledge and abilities that meet these requirements.

#### Special Requirements

Incumbent may be required to pass a standard job-related typing/keyboarding test.

#### Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.



# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### MAIL CLERK

#### Scope of Work

This is clerical work involving the processing of outgoing and incoming mail and parcel post.

Performs varied tasks such as posting, sorting and distributing all campus mail, packages and freight. Work includes monitoring outgoing certified, registered and insured mail, advising senders of postal rates, rules, regulations and campus mailing procedures and transporting mail to and from a federal post office. General supervision is received from an administrative superior with work reviewed in the form of customer reports and results achieved.

#### Examples of Work

Operates postage meter, affixes postage and maintains departmental records of postage use and charges; sorts all campus mail by department; delivers mail, packages and freight to offices on campus.

Monitors outgoing certified, registered and insured mail; advises senders of postal rates, rules, regulations and campus mailing procedures; determines cost classifications for all outgoing mail not designated by sender.

Identifies appropriate processes for mail procedures; assists in all functional areas of mail processing.

May transport mail to and from the federal post office on a daily basis; provides window services to customers as needed.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of federal postal rules, regulations and requirements.

Knowledge of modern office practices and procedures.

Ability to sort and distribute mail by designated addresses.

Ability to maintain records.

Ability to communicate effectively both orally and in writing with facility staff, faculty and the general public.

Skill in the operation of postal equipment, typewriter, calculator and other common office machines.

### Preferred Training and Experience

Graduation from a senior high school or equivalent supplemented by prior experience processing and distributing mail.

## Minimum Requirements

Graduation from a senior high school or equivalent any combination of skills, knowledge and abilities that meet these requirements.

## Special Requirements

May require possession of a valid driver's license.

### Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.

NEBRASKA STATE COLLEGE SYSTEM  
CLASSIFICATION DESCRIPTION  
Effective Date: 03/01/2014

**MAINTENANCE REPAIR WORKER I**

Description of Work

This is an **entry level classification to perform basic** maintenance, repair, and construction activities in buildings, facilities and grounds in any one or more of the following areas; automotive, carpentry, electrical, energy operations, grounds, HVAC, painting, plumbing or related disciplines.

**Work requires minimal independent judgment, problem solving or decision making.**

Work may also include general custodial tasks and may require the use of specialized equipment. Work must be performed in accordance with all applicable building codes, departmental policies, procedures and protocols. Work environments will consist of indoor, outdoor, independent work or as part of a team.

**Close supervision is provided to assign, direct and inspect the work performed in this classification.**

Examples of Work

*Automotive:* **Basic** automotive maintenance duties including change oil and filters, check fluids and belts, change batteries, rotate tires; and, maintain service records of repairs and preventive maintenance performed.

*Carpentry:* **Basic** carpentry and construction activities including repair, maintain roofs, floors, walls, stairways, partitions, doors, windows, wood fixtures and furniture; fabricate and install benches, cabinets, shelves, beds, tables, chairs, counters and related items; hang bulletin boards/pictures, and, perform glazing on doors and windows.

*Electrical:* **Basic** electrical functions including repair and install light fixtures, switches, outlets and related electrical components; change light bulbs and fuses.

*Energy Operations:* **Basic** assistance in the operation and preventive maintenance of energy systems; and, may include such things as monitoring gauge readings and daily maintenance of equipment.

*Grounds:* **Basic** grounds maintenance including maintain and repair fences, sidewalks, driveways, stairs, equipment and related structures; mow, fertilize, plant, cultivate, trim, water, apply basic/standard insecticides/pesticides using manual or power spraying equipment; collect and dispose of trash and debris; and, perform manual and mechanical snow removal tasks.

*HVAC:* **Basic** assistance in the operation and preventative maintenance of heating, venting and air conditioning; and, may include such things as greasing equipment, checking belts or replacing filters.

*Painting:* **Basic** interior and exterior painting functions including clean surfaces; apply primer and paint; clean equipment; erect and remove scaffolding.

*Plumbing:* **Basic** plumbing functions including unclog sewers and drains; install and repair toilets, sinks, shower components, dishwashers, garbage disposals, irrigation systems, and water heaters and related fixtures.

Performs other duties as assigned.

#### Minimum Qualifications

Employee must possess a valid driver's license; be able to operate a computer and small equipment; graduation from High School or educational equivalent; and previous experience in maintenance, repair or construction activities in automotive, carpentry, electrical, energy operations, grounds, HVAC, painting, plumbing or a related discipline.

Employee must be able to work in extreme hot and cold conditions, bend, crouch, climb ladders, and assist in safe lifting in excess of 75 pounds.

#### Preferred Knowledge, Skills and Abilities

- Knowledge of methods, practices, tools, equipment and materials utilized in a variety of craft disciplines.
- Knowledge of safety hazards and general precautionary methods involved in building maintenance, repair and construction activities.
- Ability to communicate effectively both verbally and in writing with the general public and diverse staff and student population.

#### NOTE:

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Administration.

NEBRASKA STATE COLLEGE SYSTEM  
CLASSIFICATION DESCRIPTION  
Effective Date: 03/01/2014

**MAINTENANCE REPAIR WORKER II**

Description of Work

This is a **skilled classification level to perform general** maintenance, repair, and construction activities in buildings, facilities and grounds in any one or more of the following areas: automotive, carpentry, electrical, energy operations, grounds, HVAC, painting, plumbing or related disciplines.

**Work requires some independent judgment and decision making skills in routine matters to determine proper work methods, time and materials required for each project. Work requires initiative, the ability to self-direct work and problem solve. Work requires the ability to inspect and diagnose the general nature of problems.**

Work may also include general custodial tasks and may require the use of specialized equipment. Work must be performed in accordance with all applicable building codes, departmental policies, procedures and protocols. Work environments will consist of indoor, outdoor, independent work or as a part of a team.

**General supervision and oversight is provided** to employees in this classification.

Examples of Work

(May perform all the duties of a Maintenance Repair Worker I, plus the following)

*Automotive:* **Skilled** automotive maintenance, **diagnostic and repair duties including lubricate chassis, perform tune ups, adjustments, and replace parts.**

*Carpentry:* **Skilled** carpentry and construction activities including repair, **install** and maintain roofs, floors, walls, stairways, partitions, doors, windows, wood fixtures and furniture; fabricate and install benches, cabinets, shelves, beds, tables, chairs, counters and related items; hang bulletin boards/pictures, and, perform glazing on doors and windows.

*Electrical:* **Skilled** electrical functions including repair and install light fixtures, switches, outlets and related electrical components; change light bulbs, fuses **and starters; repair small electrical appliances, motors and pumps; and, check circuitry for malfunctions.**

*Energy Operations:* **Skilled responsibilities** for assistance in the operation and preventive maintenance of energy systems; and, may include such things as monitoring gauge readings and daily maintenance of equipment.

*Grounds:* **Skilled** grounds maintenance including maintain and repair fences, sidewalks, driveways, stairs, equipment and related structures; mow, fertilize, plant, cultivate, trim, water, apply insecticides/pesticides using manual or power spraying equipment; collect and dispose of trash and debris; and, perform manual and mechanical snow removal tasks.

*HVAC:* **Skilled** maintenance in the operation and preventative maintenance of heating, venting and air conditioning; and, may include such things as greasing equipment, checking belts or replacing filters.

*Painting:* **General** interior and exterior painting functions including clean surfaces; apply primer and paint; clean equipment; erect and remove scaffolding; **tinting**. **Also may perform lock and key work for building needs.**

*Plumbing:* **Skilled** plumbing functions including unclog sewers and drains; install and repair toilets, sinks, showers, dishwashers, garbage disposals, irrigation systems, and water heaters and related fixtures; and, **trace and repair leaks.**

Performs other duties as assigned.

#### Minimum Qualifications

Employee must possess a valid driver's license; be able to operate a computer and small equipment; graduation from High School or equivalent; and, a minimum of **two** years previous experience in maintenance, repair or construction activities in an area of automotive, carpentry, electrical, energy operations, grounds, HVAC, painting, plumbing or related discipline. *Note: years of "previous experience" shall not be construed as an automatic prompt or cause for reclassification.*

Employee must be able to work in extreme hot and cold conditions, bend, crouch, climb ladders, and assist in safe lifting in excess of 75 pounds.

#### Preferred Knowledge, Skills and Abilities

- Knowledge of methods, practices, tools, equipment and materials utilized in a variety of craft disciplines **including diagnostic troubleshooting.**
- Knowledge of safety hazards and general precautionary methods involved in building maintenance, repair and construction activities.
- Ability to communicate effectively both verbally and in writing with the general public and a diverse staff and student population.
- **Ability to read and interpret manuals, blueprints and prepare sketches of equipment or fixtures to be repaired.**

**NOTE:**

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

Effective Date: 03/01/2014

### **MAINTENANCE REPAIR WORKER III**

#### Description of Work

This is a **skilled classification level to perform advanced** maintenance, repair, and construction activities in buildings, facilities and grounds. Work involves **primary responsibility** for activities in any one or more of the following craft areas: automotive, carpentry, electrical, energy operations, grounds, HVAC, painting, plumbing or related disciplines. **Additionally, this classification is expected to provide technical guidance and direct the work of other maintenance personnel in an area of expertise.**

**Work requires a significant amount of independent judgment and advanced decision making skills.** Work requires initiative, the ability to self-direct work and problem solve. **Work involves extensive trouble-shooting skills; the ability to inspect and diagnose the exact nature of complex problems and make necessary repairs; utilization of advanced preventive maintenance techniques; and, the ability to read, analyze and interpret technical data. Limited leadership may be provided to small crews of co-workers or student employees.**

Work must be performed in accordance with all applicable building codes, departmental policies, procedures and protocols. Work environments will consist of indoor, outdoor, independent work or as a part of a team.

General supervision and oversight is provided to employees in this classification.

#### Examples of Work

(May perform all the duties of Maintenance Repair Worker I and II, plus the following)

*Automotive:* **Advanced** automotive maintenance, diagnostic and repair duties including lubricate chassis, perform tune ups, adjustments, and replace parts.

*Carpentry:* **Advanced** carpentry and construction activities including repair, install and maintain roofs, floors, walls, stairways, partitions, doors, windows, wood fixtures and furniture; fabricate and install benches, cabinets, shelves, beds, tables, chairs, counters and related items; hang bulletin boards/pictures, and, perform glazing on doors and windows.

*Electrical:* **Advanced** electrical functions including repair and install light fixtures, switches, outlets and related electrical components; change light bulbs, fuses and starters; repair small electrical appliances, motors and pumps; and, check circuitry for malfunctions.



*Energy Operations:* **Advanced responsibilities** for assistance in the operation and preventive maintenance of energy systems; **purchase and research parts, supplies and warranties; schedule services, maintain inspection schedules; utilize building controls, machine controls, computerized maintenance management systems software to operate and maintain systems including dash board data, set-backs and load shedding; and, perform detailed chemical tests on boiler and chilled water systems, determining adjustments to be made to maintain correct water quality.**

*Grounds:* **Advanced** responsibilities for grounds maintenance including maintain and repair fences, sidewalks, driveways, stairs, equipment and related structures; mow, fertilize, plant, cultivate, trim, water, apply insecticides/pesticides using manual or power spraying equipment; collect and dispose of trash and debris; and, perform manual and mechanical snow removal tasks.

*HVAC:* **Advanced** maintenance in the operation and preventative maintenance of heating, venting and air conditioning; **diagnose and repair pneumatic and direct digital control systems**, greasing equipment, checking belts or replacing filters; **shaft and pulley alignment; direct digital controls, building controls and pneumatic controls and, purchase and research parts, supplies and warranties; schedule services, maintain inspection schedules; utilize building controls, machine controls, computerized maintenance management systems software to operate and maintain systems including dash board data, set-backs and load shedding; and, perform detailed chemical tests on boiler and chilled water systems, determining adjustments to be made to maintain correct water quality.**

*Painting:* **Advanced** interior and exterior painting functions including clean surfaces; apply paint and primer; clean equipment; erect and remove scaffolding; tinting. Also may perform lock and key work for building needs and **refinishing gymnasium floors;**

*Plumbing:* **Advanced** plumbing functions including unclog sewers and drains; install and repair toilets, sinks, showers, dishwashers, garbage disposals, irrigation systems, and water heaters and related fixtures; and, trace and repair leaks; **repair steam heat thermostats, regulators and related fixtures; repair sewer lines.**

Performs other duties as assigned.

#### Minimum Qualifications

Employee must possess a valid driver's license; be able to operate a computer and small equipment; graduation from High School or equivalent; and, a minimum of **four** years previous experience in maintenance, repair or construction activities in an area of automotive, carpentry, electrical, energy operations, grounds, HVAC, painting, plumbing or related discipline. *Note: years of "previous experience" shall not be construed as an automatic prompt or cause for reclassification.*

Employee must be able to work in extreme hot and cold conditions, bend, crouch, climb ladders, and assist in safe lifting in excess of 75 pounds.

### Preferred Knowledge, Skills and Abilities

- Knowledge of methods, practices, tools, equipment and materials utilized in a variety of craft disciplines, including diagnostic troubleshooting.
- Knowledge of safety hazards and general precautionary methods involved in building maintenance, repair and construction activities.
- Ability to communicate effectively both verbally and in writing with the general public and a diverse staff and student population.
- Ability to read and interpret manuals, blueprints and prepare sketches of equipment or fixtures to be repaired.
- **Mechanical systems experience (steam, hot water or chilled water).**
- **Experience with metal fabrication, welding or machining.**
- **Associates degree in HVAC, Refrigeration or Heating.**
- **Boiler operator license**

#### **NOTE:**

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

Effective Date: 03/01/2014

### MAINTENANCE REPAIR WORKER IV

#### Description of Work

This is a **skilled classification level to perform expert** maintenance, repair, and construction activities in buildings, facilities and grounds. Work involves tasks such as primary responsibility for expert activities in any one or more of the following areas; automotive, carpentry, electrical, energy operations, grounds, HVAC, painting, plumbing or related disciplines. This classification is expected to provide technical guidance and direct the work of other maintenance personnel in an area of expertise; **train and guide department personnel; conduct new employee orientation; and, monitor and manage work schedules.**

Work requires a significant amount of independent judgment and advanced decision making skills. Work requires initiative, the ability to self-direct work and problem solve. Work involves extensive trouble-shooting skills; the ability to inspect and diagnose the exact nature of complex problems and make necessary repairs; utilization of advanced preventive maintenance techniques; and, the ability to read, analyze and interpret technical data.

Work must be performed in accordance with all applicable building codes, departmental policies, procedures and protocols. Work environments will consist of indoor, outdoor, independent work or as a part of a team.

General supervision and oversight is provided to employees in this classification.

#### Examples of Work

(May perform all duties of Maintenance Repair Worker I, II, and III, plus the following)

*Automotive:* **Expert level responsibilities** for automotive maintenance, diagnostic and repair duties including lubricate chassis, perform tune ups, adjustments, and replace parts.

*Carpentry:* **Expert level responsibilities** for carpentry and construction activities including repair, install and maintain roofs, floors, walls, stairways, partitions, doors, windows, wood fixtures and furniture; fabricate and install benches, cabinets, shelves, beds, tables, chairs, counters and related items; hang bulletin boards/pictures, and perform glazing on doors and windows.

*Electrical:* **Expert level responsibilities** for electrical functions including repair and install light fixtures, switches, outlets and related electrical components; change light

bulbs, fuses and starters; repair small electrical appliances, motors and pumps; and check circuitry for malfunctions.

*Energy Operations:* **Expert level responsibilities** for assistance in the operation and preventive maintenance of energy systems; purchase and research parts, supplies and warranties; schedule services, maintain inspection schedules; utilize building controls, machine controls, computerized maintenance management systems software to operate and maintain systems including dash board data, set-backs and load shedding; and, perform detailed chemical tests on boiler and chilled water systems, determining adjustments to be made to maintain correct water quality.

*Grounds:* **Expert level responsibilities** for grounds maintenance including maintain and repair fences, sidewalks, driveways, stairs, equipment and related structures; mow, fertilize, plant, cultivate, trim, water, apply insecticides/pesticides using manual or power spraying equipment; collect and dispose of trash and debris; and, perform manual and mechanical snow removal tasks.

*HVAC:* **Expert level responsibilities** maintenance in the operation and preventative maintenance of heating, venting and air conditioning; diagnose and repair pneumatic and direct digital control systems, greasing equipment, checking belts or replacing filters; shaft and pulley alignment; direct digital controls, building controls and pneumatic controls and purchase and research parts, supplies and warranties; schedule services, maintain inspection schedules; utilize building controls, machine controls, computerized maintenance management systems software to operate and maintain systems including dash board data, set-backs and load shedding; and, perform detailed chemical tests on boiler and chilled water systems, determining adjustments to be made to maintain correct water quality.

*Painting:* **Expert level responsibilities** interior and exterior painting functions including clean surfaces; apply paint and primer; clean equipment; erect and remove scaffolding; tinting. Also may perform lock and key work for building needs and refinishing gymnasium floors.

*Plumbing:* **Expert level responsibilities** plumbing functions including unclog sewers and drains; install and repair toilets, sinks, showers, dishwashers, garbage disposals, irrigation systems, and water heaters and related fixtures; and, trace and repair leaks; repair steam heat thermostats, regulators and related fixtures; repair sewer lines.

Performs other duties as assigned.

#### Minimum Qualifications

Employee must possess a valid driver's license; be able to operate a computer and small equipment; graduation from High School or equivalent; and, a minimum of **five** years previous experience in maintenance, repair or construction activities in Energy Operations, HVAC or a related discipline. *Note: years of "previous experience" shall not be construed as an automatic prompt or cause for reclassification.*

Employee must be able to work in extreme hot and cold conditions, bend, crouch, climb ladders, and assist in safe lifting in excess of 75 pounds.

Preferred Knowledge, Skills and Abilities

- Knowledge of methods, practices, tools, equipment and materials utilized in a variety of craft disciplines, including diagnostic troubleshooting.
- Knowledge of safety hazards and general precautionary methods involved in building maintenance, repair and construction activities.
- Ability to communicate effectively both verbally and in writing with the general public and a diverse staff and student population.
- Ability to read and interpret manuals, blueprints and prepare sketches of equipment or fixtures to be repaired.
- Mechanical systems experience (steam, hot water or chilled water).
- Experience with metal fabrication, welding or machining.
- Associates degree in HVAC, refrigeration or heating.
- Boiler operator license

**NOTE:**

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Administration.

**NEBRASKA STATE COLLEGE SYSTEM**  
**CLASSIFICATION DESCRIPTION**  
Effective Date: 2011

**MEDICAL ASSISTANT**

Description of Work

This is basic medical office and reception working involving routine and repetitive office procedures for the Health Services department.

**MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

Essential Duties:

1. Answering phones, making appointments (with Nurse, Counselors, CSC Clinic), open, sort and distribute mail to appropriate office.
2. Making copies of forms, faxing information as requested, scanning documents for archiving.
3. Data entry of immunization records into CSC Information System, tracking of those students that are incomplete and corresponding with students until compliant. Also entering immunizations on the Nebraska Immunization Database when appropriate.
4. Greet and direct visitors, students, and staff to appropriate person/office.
5. Maintain medical records using the BCCR medical records system, filing notes into student records as needed, archiving records per Medical Records Procedure.
6. Processing requests for Immunization records needed for alumni and transferring students.
7. Maintaining strict confidentiality of all contacts, records, and information.
8. Obtain and maintain current certification in CPR, AED, First Aid, Blood borne Pathogens and CLIA waived test competency. (These will be offered by the Nurse annually) *CLIA waived tests may include Rapid Strep, Mono, UA dip, Glucometer, and Hemoglobin.*
9. Fill in as assistant at the CSC Clinic on an as needed basis which will include pulling records of students with appointments, taking the records to the hospital, unlocking CSC Clinic storage room, set up patients [document vitals ( e.g. Blood Pressure, Temperature, Pulse, Respirations, Weight, Height, and Pulse Oximetry), allergies, current medications, pertinent health history, tobacco and alcohol usage], perform CLIA waived tests as ordered by PA, communicating with hospital staff as needed, assisting PA with procedures if needed, and returning files to CSC Health Services after clinic is complete, rooms are clean and restocked and CSC Clinic storage room is locked.

Secondary Duties:

1. Process bills for payment and reconcile monthly budgets including Foundation Account and Operating budgets for Nurse and Counselor.
2. Answer requests for information if appropriate – DO NOT release any protected information without authorization.

3. Restock OTC medication envelopes, assist with inventory of medical supplies/office supplies and ordering supplies as needed/directed.
4. Assist Nurse with Influenza vaccination clinics or other immunization clinics, screenings or physicals as needed.
5. Update bulletin boards with timely and appropriate health information (2 – 3 times yearly).
6. Perform monthly AED checks in each equipped building and notify Nurse of any equipment needed or issues with AED machines.
7. Receive and route correspondence and messages.
8. Other duties as assigned.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

Effective Date: 08/03/2018

### **OFFICE ASSISTANT I**

#### Description of Work

This is an entry level classification that performs **basic clerical and reception work** involving routine and repetitive office procedures requiring knowledge of standardized policies and procedures, and confidentiality in the disposition of work matters.

**Work requires minimal independent judgment, problem solving or decision making based on established policies and guidelines.**

Performs varied tasks such as general office duties of limited complexity including assisting employees, students, and others in person, email or over the telephone; receiving and routing correspondence and messages; and opening, sorting and distributing mail. Work also includes routine clerical support including preparing correspondence, test materials, manuscripts, forms, reports and other materials; performing data entry; and simple data summary or spreadsheets.

**Close supervision is provided to assign, direct, and inspect the work performed in this classification.**

#### Examples of Work

Accesses various forms of data to compile information and prepares correspondence, test materials, manuscripts, reports, forms and other materials such as mailings; gathers information for employees and students as requested.

Answers requests for general information either in person, email or over the telephone; greets and directs visitors, students and staff; receives and routes correspondence and messages; opens, sorts and distributes mail.

Maintains office files, records and inventory of supplies; performs data entry and simple data summary or spreadsheets; may prepare and record accounts payable requisitions, expenditures, and budget information.

Prepares, modifies and operates office equipment; performs copy and print operations including collating, stapling, and folding; changes toner cartridges; refills paper trays; cleans surfaces; and performs basic maintenance on copier and printing equipment.

Answers incoming phone calls which may include switchboard calls; provides basic college operating information to callers; transfers calls to appropriate telephone extensions; documents and routes messages as needed.

Performs other duties as assigned within the scope of this classification.



### Minimum Qualifications

Graduation from High School or educational equivalent.

### Preferred Knowledge, Skills and Abilities

Knowledge of business English, spelling, punctuation and basic mathematical functions.

Knowledge of current office practices and procedures.

Knowledge of current software used for word processing and spreadsheets.

Knowledge of the operation of a telephone switchboard system and standard call answering procedures.

Knowledge of campus facilities, personnel and general activities.

Skill in the operation of a computer, scanner, printer, copier and other common office equipment.

Ability to maintain accurate records.

Ability to learn assigned tasks readily and to adhere to prescribed guidelines.

Ability to communicate effectively in verbal and written formats.

Ability to obtain and relay complete and accurate messages.

### NOTE:

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Office Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

Effective Date: 08/03/2018

### **OFFICE ASSISTANT II**

#### Description of Work

This is an advanced classification that performs **complex clerical and reception work** involving common office practices and procedures and requiring knowledge of standardized policies and procedures and confidentiality in the disposition of work matters.

**Work requires some independent judgment, problem solving, and minor decision making skills based on established policies and guidelines.**

Performs varied tasks such as maintaining and processing employee or student records and information and reception and clerical support for the office or department. Work includes producing reports and documents from rough draft or verbal instruction; transcribing and distributing meeting minutes; and coordinating appointments, meetings and travel arrangements. Limited leadership may be exercised over small teams of co-workers or student employees.

**General supervision and oversight is provided to employees in this classification.**

#### Examples of Work

May perform all the duties of an Office Assistant I plus the following:

Accesses various forms of information in order to compose, type and prepare routine correspondence, memoranda, student examinations, manuscripts, reports, forms and related materials; reviews and monitors operational forms for accuracy and compliance within established guidelines seeking corrections from appropriate personnel as needed; produces reports and documents from rough draft or verbal instruction; and records, transcribes and distributes meeting minutes.

Answers general and operational requests for information either in person, email or over the telephone; greets and directs visitors, students and employees; receives and routes correspondence and messages; and opens, sorts and distributes mail.

Supports the planning and coordinating of special campus activities and events.

Creates and maintains office files, records and inventory of supplies; assists with payroll functions; records expenditures and maintains budgetary and financial records.

Compiles and summarizes information and prepares standard forms and routine reports; maintains individual and departmental calendars; coordinates appointments, meetings and travel arrangements. Collects data, tracks inputs and monitors deadlines for department projects, generates simple mail merges, and performs basic spreadsheet functions.

May train, schedule and guide the work of other clerical personnel or student employees on a limited basis; monitors office operations and staff work flow.

Performs other duties as assigned within the scope of this classification.

Minimum Qualifications

Graduation from High School or educational equivalent and related experience.

Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition and basic mathematical functions.

Knowledge of current office practices and procedures.

Knowledge of financial and student information systems and software used for word processing, spreadsheet and database applications.

Skill in the operation of a computer, scanner, copier, printer and other common office equipment.

Ability to maintain accurate records, filing systems, and financial data.

Ability to perform routine clerical tasks including the preparation of correspondence, reports and spreadsheets.

Ability to communicate effectively in verbal and written formats.

Ability to train, schedule, and guide the work of other clerical staff or student employees.

NOTE:

Each college will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Office Administration.

NEBRASKA STATE COLLEGE SYSTEM  
CLASSIFICATION DESCRIPTION  
Effective Date: 08/03/2018

**OFFICE ASSISTANT III**

Description of Work

This is an advanced classification that performs **specialized clerical work** of an administrative nature of varied scope and complexity requiring a broad knowledge of standardized policies and procedures, and confidentiality in the disposition of work matters.

**Work requires significant independent judgment, problem solving, and decision making skills within prescribed limitations. Interprets guidelines to specific situations that are not covered by policies or procedures.**

Work includes the maintenance of various record systems, the creation of reports involving payroll, employee, student, departmental records, and statistical data. Work also includes composing routine memoranda, correspondence and written materials requiring knowledge of institutional policies and procedures, scheduling meetings, and making travel arrangements. Limited leadership may be exercised over small teams of co-workers or student employees.

**Occasional supervision and oversight is provided to employees in this classification.**

Examples of Work

May perform all the duties of an Office Assistant I and II, plus the following:

Accesses various sources of information in order to compose, type and prepare correspondence, manuscripts, proposals, reports and related confidential documents requiring knowledge of institutional policies and procedures; produces reports and documents from rough draft or verbal instructions; records, transcribes and distributes meeting minutes.

Responds to technical or complicated requests for information from the public, employees or students; develops and maintains departmental files, records and inventories; monitors departmental expenditures and budgetary accounts.

Prepares and processes payroll; assists in planning and coordinating special campus activities; compiles and summarizes information and prepares standard forms and detailed reports; analyzes statistical data and compiles results. Creates and maintains schedules in course management software, generates advanced mail merges, and performs intermediate spreadsheet functions.

Communicates official campus information utilizing various mediums; maintains individual and departmental calendars; coordinates appointments, meetings and travel arrangements.

Coordinates superior's schedule, responds to questions regarding meeting availability, and schedules appointments and meetings.

May plan, assign, train and guide the work of other clerical staff or student employees. Manages office operations and coordinates clerical staff work flow.

Performs other duties as assigned within the scope of this classification.

Minimum Qualifications

Graduation from High School or educational equivalent, college coursework in Business Administration or related field, and two years of clerical experience.

Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition and mathematical and statistical functions.  
Knowledge of current office practices and procedures.  
Knowledge of financial and student information systems and software used for word processing, spreadsheet and database applications.  
Knowledge of basic budgeting and accounting principles and practices.  
Skill in the operation of a computer, scanner, copier, printer, and other common office equipment.  
Ability to perform advanced clerical tasks and projects including composing, preparing and disseminating correspondence, reports and memoranda.  
Ability to train, schedule and guide the work of other clerical staff or student employees.  
Ability to communicate effectively in verbal and written formats.  
Ability to maintain varied filing systems and records.

NOTE:

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Office Administration.

## CLASSIFICATION DESCRIPTION

Effective Date: 08/03/2018

### **OFFICE ASSISTANT IV**

#### Description of Work

This is an advanced classification that performs **expert/professional clerical work** of an administrative nature requiring a broad knowledge of campus projects and use of extensive sets of policies and procedures, and confidentiality in the disposition of work matters.

**Work requires significant independent judgment, problem solving, and advanced decision making skills. Interprets guidelines to specific situations that are not necessarily covered by policies or procedures.**

Work involves performing a wide variety of clerical and administrative tasks which may involve providing leadership, training, scheduling, and guidance for other clerical staff or student employees.

Work includes coordinating all phases of research for preparation of special reports; composing routine and confidential memoranda, correspondence, and related documents requiring knowledge of campus projects and timelines; receiving and screening calls and visitors; providing requested information and distributing messages accordingly; scheduling meetings and appointments; and acting as a liaison between departments, divisions and various agencies. This classification is different from other clerical classifications in the complexity, confidentiality and diverseness of work responsibilities.

**General direction and oversight is provided to employees in this classification.**

#### Examples of Work

May perform all the duties of an Office Assistant I, II and III, plus the following:

Prepares routine and confidential administrative correspondence, memoranda and related documents, requiring knowledge of campus projects and timelines, from draft copies or verbal instructions; creates and maintains departmental/divisional files, records and archive systems.

Composes, types and transmits responses to routine inquiries received by the administration; performs routine data entry; serves as liaison between departments, divisions and various agencies, as needed.

Researches, organizes and prepares special reports, as requested; records and organizes necessary materials and information required to compile administrative board and subcommittee reports. Performs intermediate to advanced spreadsheet functions.

Coordinates superior's schedule responding to questions regarding availability for meetings; schedules appointments and meetings; and recommends and updates work procedures.

Attends meetings for the purpose of providing clerical support; records, transcribes and distributes executive board, committee, subcommittee and council meeting minutes; receives and screens visitors and calls, supplies general information and distributes messages accordingly.

May plan, assign, train, and guide the work of other clerical staff or student employees. Manages office operations and coordinates clerical staff workflow.

Performs other duties as assigned within the scope of this classification.

#### Minimum Qualifications

Graduation from High School or educational equivalent, college coursework in Business Administration or related field and three years of office administration experience.

#### Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition, mathematical and statistical functions.

Knowledge of current office practices and procedures.

Knowledge of financial and student information systems and software used for word processing, database and spreadsheet applications.

Knowledge of organizational and administrative policies and procedures.

Skill in the operation of a computer, scanner, copier, printer, and other common office equipment.

Ability to perform routine administrative tasks including composing, preparing and disseminating correspondence, reports, memoranda and related documents.

Ability to interpret rules, regulations and policies and to relay information according to established precedent.

Ability to maintain varied and complex filing systems and records.

Ability to communicate effectively in verbal and written formats.

Ability to plan, assign and guide the work of other clerical staff and student employees.

#### NOTE:

Each College will determine for their own use the essential duties assigned to individual positions in this classification.

The foregoing is a general description of this classification and may be changed from time to time by the System Office Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### SECURITY OFFICER I

#### Scope of Work

This is work patrolling campus grounds and ensuring the security of campus property, students and personnel.

Performs varied tasks such as securing and patrolling campus buildings and grounds and assisting students and visitors in locating campus facilities and scheduled events and in providing escort services as needed. Work also includes monitoring security and lighting equipment to ensure continued operation, preparing required security reports, and writing campus traffic/parking citations. Direct supervision is received from an administrative superior with work reviewed in the form of reports and compliance with campus security policies and procedures.

#### Examples of Work

Secures campus buildings and facilities including shutting off lights, closing windows, locking doors and raising and lowering flags; patrols campus buildings and grounds; may conduct fire and safety checks; identifies and reports vandalism or suspect activity to supervisor; prepares security reports and related documents.

Ensures ongoing operation of campus emergency lights, building exit/entry lights and street lights; reports problems to supervisor.

Provide location information and directions to students and visitors regarding various campus facilities and sites; assists in traffic direction at athletic events and other special events, as assigned.

Provide assistance to individuals on campus having automobile or security-related problems; assist maintenance and grounds personnel as needed.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of campus layout and building locations.

Knowledge of campus security systems, methods and policies.

Ability to provide accurate directions and information to persons seeking campus locations and events.

Ability to communicate effectively both orally and in writing with students, faculty and the general public.



Ability to summarize information accurately and concisely.  
Ability to investigate, monitor and obtain needed maintenance or appropriate intervention within campus facilities.

#### Preferred Training and Experience

Graduation from Senior high School or equivalent with one or more years of security experience.

#### Minimum Requirements

Graduation from Senior High School or equivalent supplemented by a minimum of six months security experience or any combination of skills, knowledge and abilities that meet these requirements.

#### Special Requirements

Possession of a valid driver's license

#### Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.

# NEBRASKA STATE COLLEGE SYSTEM

## CLASSIFICATION DESCRIPTION

### SECURITY OFFICER II

#### Scope of Work

(May perform all the duties of a Security Officer I, plus the following)

This is responsible work ensuring the protection and safety of campus property, students and personnel.

Performs varied tasks such as securing campus buildings, patrolling campus grounds and assisting students and visitors in locating campus facilities and scheduled events. Work also includes issuing parking permits and writing traffic/parking citations, identifying and reporting vandalism, suspect activity or missing items and providing escort services for students and faculty as needed. Direct supervision is received from an administrative superior with work reviewed in the form of reports and compliance with campus security policies and procedures.

#### Examples of Work

Secures campus buildings and facilities including shutting off lights, closing windows, locking doors and raising and lowering flags; patrols campus buildings and grounds conducting fire and safety checks; identifies and reports vandalism, suspect activity or missing items to appropriate authority; prepares security reports and related documents; may schedule, train and lead other security personnel.

Ensures ongoing operation of campus emergency lights, building exit/entry lights and street lights; escorts students to and from medical appointments/facilities; provides assistance to individuals on campus having automobile or security-related problems; issues parking permits and writes traffic and parking citations for campus jurisdiction.

Provides location information and directions to students and visitors regarding various campus facilities and sites; assists in traffic direction and crowd control at athletic events and other special events; installs/removes traffic control signs.

May provide security escorts while money deposits are transported.

Performs other duties as assigned.

#### Preferred Knowledge, Skills and Abilities

Knowledge of campus layout and building locations.

Knowledge of security systems and routine security practices.

Ability to provide accurate directions, information and assistance to persons seeking campus locations and events.

Ability to communicate effectively both orally and in writing with law enforcement personnel, students, faculty and the general public.

Ability to investigate security breaches, monitor vandalism and request appropriate intervention when needed.

Ability to summarize information accurately and concisely.

### Preferred Training and Experience

Graduation from Senior High School or equivalent with two or more years of security experience or special training in law enforcement.

### Minimum Requirements

Graduation from Senior High School or equivalent supplemented by one year of security experience or any combination of skills, knowledge and abilities that meet these requirements.

### Special Requirements

Possession of a valid driver's license.

### Essential Duties

Each College will determine for their own use the essential duties assigned to this position.

The foregoing is a general description of this position and may be changed from time to time by the System Administration.