

NEBRASKA STATE COLLEGE SYSTEM CLASSIFICATION DESCRIPTION

ACADEMIC CREDENTIALS TECHNICIAN

Scope of Work

(May perform all the duties of Academic Records Clerk plus the following)

This is specialized clerical work evaluating and maintaining a course credit record of all present and former students.

Performs varied tasks such as updating, evaluating and maintaining a record of all course credits completed by present and former students and confirming student eligibility requirements are met prior to graduation. Work also includes assisting with student pre-registration and registration activities and processing class schedule changes. General instructions are received from an administrative superior with work reviewed in the form of observation, accuracy and overall completeness of student records. May provide leadership over other clerical staff.

Examples of Work

Updates, evaluates and maintains a record of all course credits completed by enrolled students; assists with student pre-registration and registration activities; processes class schedule changes.

Develops progress sheets for newly established programs; researches availability of courses through other resources and institutions; evaluates course credits of students transferring from other college institutions; meets with students, faculty and staff to verify and provide information relative to student records.

Verifies credit record of graduating students requesting certification; confirms student eligibility requirements are met prior to graduation; records final course grades and closes out student records after graduation; may mail student grade reports.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of current college coursework graduation and certification requirements.

Knowledge of college pre-registration and registration processes and activities.

Knowledge of college admission office practices and procedures.

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

Ability to assess and document student course credit hours.

Ability to maintain accurate student records.

Skill in the operation of a personal computer, typewriter, calculator and related common office equipment.

Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by two years of work experience evaluating student credentials.

Minimum Qualifications

Graduation from Senior High School or equivalent supplemented by one year of general clerical experience 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

ACADEMIC RECORDS CLERK

Scope of Work

This is general clerical work documenting and maintaining student academic records for present and former students.

Performs varied tasks such as recording student grades and maintaining student academic records and transcripts. Work also includes responding to student and faculty requests for academic record information and performing related filing, correspondence and inventory tasks. Supervision is received from an administrative superior with work reviewed in the form of accuracy and completeness of records.

Examples of Work

Responds to student and faculty inquiries and requests for academic record information; assists with student pre-registration and registration activities; processes pre-registration and post-registration drop and add requests/revisions.

Records student transcripts; issues transcripts and collects fees; posts student grades to transcript records; corrects academic records by recording incomplete removals, grade changes and transfer credits.

Maintains student record cross reference files assists with completion of certification forms; assists in compiling transcript information and materials for student graduation; maintains office inventory of standard forms.

Performs other duties as assigned

Preferred Knowledge, Skills and Abilities

Knowledge of college grading system policies and procedures.

Knowledge of academic record compilation and maintenance methods.

Knowledge of modern office practices and procedures.

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

Ability to perform simple mathematical computations.

Ability to maintain accurate student records.

Skill in the operation of a personal computer, typewriter, calculator and various common office equipment.

Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by two years of work experience evaluating student credentials.

Minimum Qualifications

Graduation from Senior High School or equivalent supplemented by one year of general clerical experience 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 1

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 filing 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

AUDIO-VISUAL SERVICE TECHNICIAN

Scope of Work

(May perform all the duties of Audio-Visual Assistant, plus the following)

This is technical work operating, distributing and maintaining audio-visual and related electronic media and equipment.

Performs varied tasks such as delivering, setting up, operating and recovering facility audio-visual, video, computer and related electronic equipment. Work also includes assisting faculty and students in selecting appropriate audio-visual equipment for classroom projects and instruction, performing preventative and minor equipment repairs and maintaining associated logs and records. General supervision is provided by an administrative or technical superior with work reviewed in the form of user feedback and equipment performance.

Examples of Work

Deliver and set up audio-visual and electronic equipment; assist faculty and students in the selection of audio-visual materials for classroom projects and instruction; demonstrate the correct use of audio-visual equipment; operate equipment for facility programs, as assigned; recover and store audio-visual equipment.

Maintain a detailed inventory of equipment and related supplies; ship and receive audio-visual equipment and media; assist in the production of audio-visual programs; play back videotaped instructional programs on closed-circuit television systems.

Perform preventative and minor repairs to various electronic and audio-visual equipment including projectors, cameras, televisions, tape recorders, video cameras, computer presentation systems and related equipment; complete associated logs and maintain equipment records; arrange for major or extensive equipment repair as needed.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of a wide variety of audio-visual and electronic media and equipment applications.

Knowledge of audio-visual and electronic media and equipment repair and maintenance requirements.

Ability to communicate effectively both orally and in writing with faculty, students and service providers.

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

Ability to identify user's needs and utilize problem-solving techniques in selecting appropriate audio-visual medium and equipment.

Ability to assess and remedy minor audio-visual and electronic equipment problems or failures.

Skill in the operation and maintenance of audio-visual and electronic media and equipment.

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 a two-year technical degree related to the operation and maintenance of audio-visual, computer and electronic media and equipment.

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.

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NEBRASKA STATE COLLEGE SYSTEM

CLASSIFICATION DESCRIPTION

AUTOMOTIVE MECHANIC

Scope of Work

(May perform all the duties of Automotive Service Worker, plus the following)

This is skilled mechanical work in the repair and maintenance of campus vehicles and grounds equipment.

Performs varied tasks such as responsibility for diagnosis, repair and preventative maintenance work on automobiles, vans, light trucks and grounds equipment. Work encompasses conducting major vehicle and equipment overhauls as well as minor maintenance checks and repairs for all campus vehicles and grounds equipment. Employees in this class exercise independent judgment in scheduling maintenance and repair work and in recommending automotive/equipment replacement and purchases. General supervision is received from an administrative supervisor with work reviewed in the form of results achieved and vehicle and equipment performance. Leadership may be exercised over other automotive personnel.

Examples of Work

Maintains campus vehicles and grounds equipment by performing and supervising various minor and major repair and maintenance functions; conducts major vehicle and equipment overhauls including replacing or repairing pistons and rings and fitting bearings and seals; references technical and diagnostic materials and manuals as needed.

Uses power tool, manual tools, automobile hoists, and other automotive repair and maintenance equipment to diagnose problems and determine remedies and parts need; conducts routine inventory and orders parts and supplies; schedules complicated or extensive automotive or grounds equipment repairs with outside vendors; maintains the shop facility and all associated repair and maintenance tools and equipment.

Maintains service records of repairs and preventive maintenance performed; recommends automotive and equipment replacement and purchases.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of the design, construction, assembly, adjustment, repair and maintenance of a wide variety of automobiles, vans, light trucks and grounds equipment.

Knowledge of automotive and equipment diagnosis, repair and maintenance methods and techniques.

Knowledge of safety precautions and hazards common to automotive maintenance and repair work.

Ability to plan, organize, supervise and evaluate the work of subordinate automotive personnel.

Ability to read and understand automotive reference manuals and technical diagnostic materials.

Ability to maintain service records and complete various vehicle-related reports.

Ability to communicate effectively both orally and in writing with coworkers, faculty and outside repair vendors.

Skill in the operation and proper use of power and hand tools and automotive repair and maintenance equipment.

Preferred Training and Experience

Graduation from senior high school or equivalent supplemented by a technical degree in automotive repair or technology and at least two years automotive mechanic experience at the journey level.

Minimum Requirements

Graduation from senior high school or equivalent supplemented by coursework in automotive repair or technology and two years work experience at the journey level as an automotive mechanic or any combination of skills, knowledge and abilities that meet these requirements.

Special Requirements

May require certification as an Automotive Mechanic.

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

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.

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

COMPUTER OPERATOR

Scope of Work

This is skilled work in the operation of computers and other data processing equipment.

Performs varied tasks such as the operation and control of computing systems by means of computer consoles and terminals. Work includes monitoring console messages, displays and control panels, performing system backup procedures and processing computer data and files. Work also includes installing peripherals and off-line equipment, maintaining equipment logs and preparing administrative reports. Direct supervision is received from a technical superior with work reviewed in the form of reports, control records and accumulated downtime.

Examples of Work

Operates computer systems including printer hardware, operating system software and other software subsystems by means of computer consoles and terminals; installs peripherals and off-line equipment; monitors and responds to console messages, displays and control panels; performs hardware cleaning and preventative maintenance as recommended.

Process computer data and files according to departmental requests and needs; assists and responds to students, faculty and staff questions concerning computer equipment and operation.

Orders and maintains inventory of computer supplies and printing materials; performs system backup procedures including copying system files and condensing files; maintains operation logs of computer error activities and downtime.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of standard methods and equipment used in data processing.

Knowledge of computer hardware, computer operating systems and various relative software applications.

Ability to access, comprehend and apply technical information to resident computer equipment.

Ability to operate computer systems via computer consoles and terminals.

Ability to install computer hardware peripherals and software applications.

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

Ability to instruct others in the operation of computer hardware equipment and software applications.

Skill in the operation of related computer and office equipment.

Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by an Associate degree in Computer Science or related field and one or more years of experience in the operation of data processing equipment.

Minimum Qualifications

Graduation from Senior High School or equivalent supplemented by coursework in Computer Science or related field and a minimum of six months work experience in the operation of data processing equipment 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
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
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

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

Facility Operations Assistant

(Salary Grade 7)

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

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

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 an 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

NEBRASKA STATE COLLEGE SYSTEM

CLASSIFICATION DESCRIPTION

(Effective 3-1-2014)

MAINTENANCE REPAIR WORKER I

(Salary Grade 4)

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 3-1-2014)

MAINTENANCE REPAIR WORKER II

(Salary Grade 6)

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 3-1-2014)

MAINTENANCE REPAIR WORKER III

(Salary Grade 8)

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 3-1-2014)

MAINTENANCE REPAIR WORKER IV

(Salary Grade 10)

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.

MEDICAL ASSISTANT JOB DESCRIPTION

JOB SUMMARY

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

OFFICE ASSISTANT I

Scope of Work

This is basic clerical and reception work involving routine and repetitive office procedures to include operating a switchboard and/or being assigned major responsibilities for operating duplicating equipment.

Performs varied tasks such as general office tasks of limited complexity including assisting students, faculty and others in person 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 tabulations. General supervision with specific instructions for special projects or duties is received from a clerical or administrative superior. Work is reviewed in the form of observation, accuracy of completed assignments and compliance with departmental procedures.

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 students and faculty.

Answers requests for general information either in person 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 tabulations; may prepare and record payroll, budgetary and financial records.

Prepares, modifies and operates office equipment; performs print operations including collating, stapling, binding, folding, re-sizing and back-siding; changes toner cartridges, refills paper trays, cleans surfaces and performs basic maintenance on copier equipment.

Answers incoming switchboard calls; provides information to callers regarding student residence information, location of buildings, building hours and schedule of campus events; transfers callers to appropriate telephone extensions; documents and routes messages as needed; answers, routes and records incoming WATS network calls.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

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

Knowledge of modern office practices and procedures.

Knowledge of computer word processing and spreadsheet applications.

Ability to maintain accurate records.

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

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

Skill in the operation of a personal computer, typewriter, calculator and various common office equipment.

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

Knowledge of campus facilities, personnel and general activities.

Ability to obtain and relay complete and accurate messages.

Preferred Training and Experience

Graduation from a Senior High School or equivalent supplemented by general clerical or business coursework and one year of clerical experience.

Minimum Requirements

Graduation from a Senior High School or equivalent supplemented by six months of clerical experience 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

OFFICE ASSISTANT II

Scope of Work

(May perform all the duties of an Office Assistant I, plus the following)

This is responsible clerical and reception work of moderate complexity requiring professional discretion in the fulfillment of work responsibilities.

Performs varied tasks such as being accountable for a wide range of duties related to student records and information and reception and clerical support for the office or department. Work includes producing reports and documents from rough draft, dictation or verbal instruction, transcribing and distributing meeting minutes and coordinating staff/faculty appointments, meetings and travel arrangements. An employee within this classification is expected to exercise independent judgement in determining work priorities in accordance with departmental policies and procedures. Specific and general instructions are received from an administrative superior with work reviewed in the form of observation, efficiency and accuracy of work produced. Leadership may be provided for other clerical staff.

Examples of Work

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 with established guidelines seeking corrections from appropriate personnel as needed; produces reports and documents from rough draft, dictation or verbal instruction; records, transcribes and distributes meeting minutes.

Answers general and operational requests for information either person 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; prepares and records payroll documents for student workers or employees; 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 staff/faculty appointments, meetings and travel arrangements.

May train, schedule and guide the work of other clerical personnel; monitors office operations and staff work flow.

Performs other duties assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition and basic mathematical functions.
Knowledge of modern office practices and procedures.
Knowledge of computer word processing, spreadsheet and database applications
Ability to maintain clerical records and financial data.
Ability to perform routine clerical tasks including the preparation of correspondence, reports and memoranda.
Ability to communicate effectively both orally and in writing with the general public and a diverse staff and student population.
Ability to train, schedule, guide and evaluate the work of other clerical staff.
Skill in the operation of a personal computer, typewriter, calculator and various common office equipment.

Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by an Associate degree in Business Administration or related field and two years of clerical experience.

Minimum Requirements

Graduation from Senior High School or equivalent supplemented by general clerical or business coursework and one to two years of clerical experience 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

OFFICE ASSISTANT III

Scope of Work

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

This is clerical work of an administrative nature of varied scope and complexity requiring independent judgement and confidentiality in performing assigned work tasks.

Performs varied tasks such as being responsible for the performance of relatively complex clerical operations, which require independent judgement based upon experience and knowledge of operational and administrative policies and procedures. Work includes the maintenance of various record systems and the creation of reports involving payroll information, student, instructor and departmental records, and/or statistical data. Work also includes composing routine memoranda, correspondence and written materials requiring knowledge of institutional policies and procedures and scheduling meetings and making travel arrangements for administrative personnel. Employees are responsible for independently determining work in accordance within established precedent, departmental or school policy. Detailed instructions are received only upon implementation of changes in procedures or concerning unusual or difficult matters. Supervision is received from an administrative superior with work reviewed in the form of observation, reports and work completed. Leadership may be provided for other clerical staff.

Examples of Work

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

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

Prepares and records payroll documents for departmental personnel; 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.

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

May plan, assign, train and guide the work of other clerical staff; develops, implements and reviews office policies and procedures; manages office operations and coordinates clerical staff work flow.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

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

Knowledge of modern office practices and procedures.

Knowledge of basic budgeting and accounting principles and practices.

Knowledge of a variety of computer word processing, spreadsheet and database applications.

Ability to perform advanced clerical tasks including composing, preparing and disseminating correspondence, reports and memoranda.

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

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

Ability to maintain varied filing systems and records.

Skill in the operation of a personal computer, typewriter, calculator and various common office equipment.

Preferred Training and Experience

Graduation from Senior High School or equivalent supplemented by an Associate degree in Business Administration or related field and three years of clerical experience.

Minimum Requirements

Graduation from Senior High School or equivalent supplemented by an Associate's degree in Business Administration or related field and two to three years of clerical experience 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

OFFICE ASSISTANT IV

Scope of Work

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

This is specialized clerical work of an administrative nature requiring broad knowledge of campus projects, policies and procedures and personal discretion and confidentiality in the disposition of work matters.

Work involves performing a wide variety of clerical and administrative tasks which may involve providing leadership for other subordinate clerical staff. 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 for administrative personnel; and acting as clerical and administrative liaison between departments, divisions and various agencies. Assignments are received in the form of generalized instructions with work being reviewed by an administrative superior in the form of reports, conferences and results achieved. This class is different from other clerical classifications in the complexity, confidentiality and diverseness of work responsibilities. Leadership may be provided for other clerical staff.

Examples of Work

Prepares routine and confidential administrative correspondence, memoranda and related documents, requiring knowledge of campus projects and timelines, from draft copies, direct instructions and/or dictation; 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 clerical and administrative 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.

Coordinates superior's agenda responding to questions regarding availability for meetings and telephone communications; schedules appointments and meetings for administrative personnel; recommends and updates work policies and procedures; may plan, assign and guide the work of other clerical staff.

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.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition and basic mathematical functions.

Knowledge of computer systems and advanced word processing, database and spreadsheet applications.

Knowledge of modern office practices and procedures.

Knowledge of organizational and administrative policies and procedures.

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 both orally and in writing the general public and a diverse staff and student population.

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

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

Preferred Training and Experience

Graduation from a senior high school or equivalent supplemented by an Associate degree in Business Administration or related field and for years of office administration experience.

Minimum Requirements

Graduation from a senior high school or equivalent supplemented by an Associate degree in Business Administration or related field and three years of office administration experience 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/keyboard 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

PUBLICATIONS TECHNICIAN

Scope of Work

This is skilled technical work involving the design, layout, preparation and production of all official college and Foundation publications and information materials.

Performs varied tasks such as being responsible for communicating and collaborating with faculty, administrative and campus personnel to develop and design departmental and topical publications and advertising materials. Work further includes review and coordination of all printed advertising for College and Foundation activities, preparing projects in camera-ready format and maintaining printing schedules and timelines. An employee of this classification exercises independent judgement and creativity in work and project task completion. Assignments are received in the form of generalized instructions with work being reviewed by an administrative superior in the form of reports, conferences and results achieved. Leadership may provided for other office personnel.

Examples of Work

Communicates and collaborates with faculty , administrators and campus personnel to develop and design departmental and topical publications and advertising including newsletters, graphics, pamphlets, bulletins, manuals, charts and related medium.

Coordinates all College and Foundation printing projects including completing bid specifications, proofreading and approving final layouts; prepares projects in camera-ready format; maintains project printing schedules and coordinates timelines with contracted printer.

Reviews and coordinates all printed advertisements for college and Foundation activities; schedules advertisements with newspapers and magazines.

Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities

Knowledge of business English, composition and marketing vernacular.

Knowledge of a variety of graphic art design work techniques including desktop publishing and scanning.
Knowledge of the design, layout and production of a wide variety of printed materials and publications.
Knowledge of commercial print shop methods and practices.
Ability to perform routine administrative tasks including composing, preparing and disseminating correspondence, reports, memoranda and related documents.
Ability to plan, assign and guide the work of other staff.
Ability to communicate effectively both orally and in writing with coworkers, faculty, administrators and the general public.
Ability to organize tasks and establish priorities.
Ability to plan, train and evaluate the work of other staff.
Ability to schedule and coordinate work to meet deadlines.

Preferred Training and Experience

Ability to verbally and schematically present concepts and ideas.
Skill in the operation of a personal computer, typewriter, calculator and other common office machines.

Preferred Training and Experience

Graduation from a Senior High School or equivalent supplemented by three years experience in publications design and desktop publishing including supervisory experience.

Minimum Requirements

Graduation from a Senior High School or equivalent supplemented by two years experience in desktop publishing producing a wide variety of graphic art and publication materials or any combination of skills, knowledge and abilities that meet these requirements.

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 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.

