



State Personnel Division Nebraska State Office Building 301 Centennial Mall South, PO Box 94905 Lincoln, NE 68509-4905	Phone: 402-471-2075 TDD: 402-471-4693 Monday thru Friday, 8:00 a.m. to 5:00 p.m.
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Applicants who need accommodation in the selection process should request this in advance.

State Offices will be closed Monday, February 15, in observance of President's Day.

<p>Applying for State employment</p> <p>State application form required *</p> <ul style="list-style-type: none"> • Prefer online (paper accepted) <p>Resume *</p> <ul style="list-style-type: none"> • Scannable quality or text-only document <p>Cover letter *</p> <ul style="list-style-type: none"> • Should be directed toward a specific position • Will accompany your materials to the hiring agency • Will not be kept as part of your permanent record <p>* DO NOT FAX—Due to the need for scannable-quality documents, we cannot accept faxed materials. Positions with closing dates require that materials be postmarked (not necessarily received) by the announced closing date. Please mail hard-copy documents in lieu of faxing.</p> <p>Additional information</p> <ul style="list-style-type: none"> • We may request transcripts, questionnaires, writing samples, or other items in our ads. • BE SURE to include your name and Social Security Number on additional items submitted. 	<p>The application is valid for one year from the date submitted. Make sure it is current and includes your most recent employment. Email: state.jobs@nebraska.gov</p> <hr/> <p>Nebraska is an Equal Opportunity Employer with a strong commitment to <i>employee diversity</i>.</p> <hr/> <p>Important Reminder Remember: when a vacancy has an "OPEN" closing date, it means that applications are reviewed as "requests for consideration" are received AND that the vacancy may close at any time. Therefore, we urge you to apply for desired positions as quickly as possible.</p>
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Current Vacancy Information and Online Application

statejobs.nebraska.gov	Job Line 402-471-2200 (updated Friday evenings)
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Specialized Office Services (SOS)

Do you like **employment variety**? Do you want more **experience, training, or skills** to keep up with today's competitive job market? **SOS** is a temporary employment service for State Agencies. We recruit and hire for a variety of temporary positions including CLERICAL/SUPPORT, VOCATIONAL, AND PARA-PROFESSIONAL.

CALL NOW TO ASK HOW TO APPLY! Lincoln 402-471-4464

Benefits Information

(Note: benefits may differ for employees covered by a Union bargaining agreement)

As a permanent, full or part-time employee of Nebraska's largest employer you will receive an excellent benefit package including: **Insurance** programs (health, dental, vision, voluntary long-term disability, and life); **Retirement** program; **Sick / Vacation** leave; **12 paid holidays**.

Additional Options: Flexible spending, Tuition Assistance, Employee Assistance, automatic payroll deposit, Employee Credit Union, Savings Bonds, payroll deductions of membership dues for various organizations. *Temporary employees working 20 hrs. per week with a six-month job assignment may be eligible for insurance benefits (health, dental and long-term disability).*

OFFICE/CLERICAL

www.das.state.ne.us/personnel/nejobs/clerical.htm

Check this website for any changes that may be made to the list of openings.

Typing and data entry tests are valid for one year from date taken. State Personnel cannot accept or verify results of typing or data entry tests taken at NE Workforce Development offices.

Document Imaging Technician #254-37542; \$10.22/hr; Lincoln. Full-time, M-F. Operate mail sorters, scanning/imaging equipment and computers; opens and sorts mail, review documents for completeness, prepare documents for imaging, scan documents within 24 hours of receipt; code and index documents as they are scanned and inspect/verify images. Complete computer systems inquiry and input, perform related work as required. Basic maintenance of office equipment such as mail openers, scanners, copy/fax machines etc. Some shifts will include daily trips to the post office. REQUIREMENTS: Must be highly organized, detail oriented and able to perform repetitive work in a high-volume, fast paced work environment. Must have basic computer programs knowledge including: MS Word and Outlook. Knowledge of Lotus Notes and NFOCUS preferred. Internal and external customer service experience helpful. Must be able to lift and carry up to 25 pounds. Must have valid driver's license or ability to provide independent authorized transportation. **CLOSING DATE: 2/16/10.**

Case Aide #254-37541; \$10.22/hr; Lincoln. HOURS: Full-time, days / M-F (some other hours possible). Provide paraprofessional support for protective services and related staff/units which includes: completing and processing forms, mail, correspondence, close files, filing, photocopying, faxing, answering multi-line phone system, transferring calls to appropriate staff; requires extensive and ongoing public contact. Computer work includes entering and searching data in Nebraska Health and Human Services NFOCUS. May provide and/or arrange for transportation service for clients. REQUIREMENTS: Experience working with community/public. Prefer secretarial or receptionist experience, ability to interact with persons of diverse backgrounds and effectively relate to customers in difficult situations. Prefer exposure to client services delivery setting plus knowledge of N-FOCUS and CWIS computer systems. Knowledgeable with MSOffice, Word, and Excel preferred. **CLOSING DATE: 2/16/10.**

Case Aide #254-35395; \$10.22/hr; Norfolk. Provide paraprofessional/clerical support to case managers in the local office. Extensive contact with departmental clients, staff and public. Receive and handle high volume of in-office and telephone contacts, respond to and direct callers and clients to agency staff and other community resources. Assist customers with application process; verify eligibility for services, schedule appointments; answer multi-line phones, take messages, order office supplies, and maintaining files. Prepare, verify, distribute, and maintain forms, records, and information. Use agency computer systems to enter, retrieve and research information. REQUIREMENTS: Prefer some experience working with the community/public in a human services setting plus recent experience and/or training in business office practices. Computer system experience, training and/or skills. Ability to handle high volume workload, extensive public contact, adapt to change and develop knowledge of agency and community resources. Must be highly organized, able to set and follow priorities, flexible in adjusting to changing work needs. Effectively communicate and interact appropriately with persons of diverse backgrounds and socio-economic levels; and effectively relate to customers in difficult situations. **CLOSING DATE: 2/8/10.**

Accounting Clerk II #65-20010-3; \$2077/mo; Lincoln. HOURS: 8:00 a.m. - 5:00 p.m., Monday - Friday. Review, research, and modify statewide vendor database requests from all State agencies for the Nebraska Information System (NIS). Must ensure the request has been submitted properly with all information needed. Will be working with vendors and State agencies to verify Form W-9 information for 1099 processing, banking instructions, and mailing addresses, both for purchasing and billing purposes. REQUIREMENTS: At least two to three years' accounts payable experience to include 1099 processing and one year post high school coursework/training in accounting / bookkeeping. Must be proficient in MS Word and Excel. Successful candidate will be highly organized, analytical, have knowledge of corporate business structures, and have the ability to prioritize work on a daily basis. Must be able to communicate effectively, perform duties accurately, and meet deadlines, as well as pay attention to detail. Prefer experience with the Nebraska Information System. **CLOSING DATE: 2/8/10.**

Staff Assistant I #252-55626; \$12.70/hr; Lincoln. Provide a variety of support functions in the Office of Children's Services Licensing. Review family child care licensing packets to determine compliance with regulations, prepare written correspondence, conduct background checks, issue licenses, answer phones, respond to requests for information with specific public documents, filing, and file maintenance. REQUIREMENTS: Experience working with the public, answering phones, maintaining confidentiality, filing and file maintenance. Experience with personal computers required. Must have effective communication skills, strong organizational skills and the ability to meet deadlines. Must be detail oriented and self motivated. Experience with personal computers required. Physically able to bend, reach, and lift a minimum weight of 40 lbs. **CLOSING DATE: 2/16/10.**

Staff Assistant I #252-48252; \$12.70/hr; Lincoln. The Nebraska Department of Health and Human Services is seeking a Dental Health Assistant for the Office of Oral Health and Dentistry. Responsibilities include: Provide clerical support for the new Oral Health Access for Young Children grant and the Office of Oral Health and Dentistry; inventory, order, and distribute dental health materials and supplies in accordance with guidelines; respond to telephone and email inquiries; and arrange for meetings of the Oral Health Advisory Panel and prepare minutes of those meetings. Research web-based materials distribution system models; track project progress and program expenditures and compile information for required reports. REQUIREMENTS: Experience in the use of computer technology, including word processing and spreadsheets; familiarity with use of the internet; use of printers, copiers and telephones. Preference will be given to candidates with experience with office support processes. Candidate must have strong communication skills. Post-high school education preferred. **CLOSING DATE: 2/9/10.**

Staff Assistant II #65-46402-6; \$2544/mo; Lincoln. HOURS: 8:00 a.m. - 5:00 p.m., Monday – Friday. Initiate lease extensions and renewals for State Building Division, negotiate rental increases; conduct pre-audits for payments and billings prior to posting using Access database; prepare and maintain lease contract files; review lease contracts, enter terms and conditions into database; enter building assets into Nebraska Information System; maintain inventory files. Work with agencies to identify space needs; work with property managers to acquire best suitable space for state agencies; assist with finalizing lease agreements, addenda and amendments. REQUIREMENTS: Minimum one year experience in an office support position. MS Word and Access experience. Associates degree preferred. Experience in property leasing/management and contract terminology preferred. Accounts payable/receivable experience preferred. Experience with the Nebraska Information System preferred. **CLOSING DATE: 2/8/10.**

* Plus applicable shift differential; *** Salary commensurate with qualifications and experience or additional salary based on experience.

Memorial Services Coordinator #28-37102; \$14.67/hr; Alliance. This position reports to the Cemetery Administrator. Responsible for assisting with the administration and operation of the Nebraska Veterans Cemetery at Alliance, Nebraska. Prepares plans for committal services. Provide information and resources responsive to the needs of the veteran and family members. Will assist with developing and implementing Rules and Regulations, processes and procedures, policies and guidelines for maintaining the cemetery, adhering to National Shrine Standards. Prepares correspondence and maintains records. Facilitate, communicate and collaborate with federal, state and local governmental entities and veterans organizations. Submit required State and federal reports. Assumes duties of Cemetery Administrator in their absence. REQUIREMENTS: Shall have served in the armed forces of the US during dates set forth in NRS 80-401.01, discharged or separated with an honorable discharge and be a resident of Nebraska continuously for at least five years immediately prior to assuming the position. Please include DD214. Some college courses in business administration, marketing, human services or related fields. Degree preferred. Minimum three years office managerial experience, administrative functions and human services. Ability to prioritize, work independently on multiple tasks and meet strict time constraints. Excellent communication, interpersonal and organizational skills. Have necessary skills to appreciate all the sensitivities associated with the provision of burial services. Proficiency in report writing and presentation delivery skills. Ability to work effectively with diverse groups. Ability to use computer and be physically capable of operating cemetery equipment. May require heavy lifting, pushing, pulling, bending, and carrying items over 50 lbs. Valid driver's license or ability to provide independent authorized transportation. Employment contingent upon results of a background check. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 2/9/10.**

PERMANENT PART-TIME

www.das.state.ne.us/personnel/nejobs/part.htm

Check this website for any changes that may be made to the list of openings.

CNA/Med Aide #257-91903-2; \$10.12/hr*; Grand Island Veterans' Home. On-going part-time vacancies on various shifts. Provide quality care for each member to maintain quality of life. Maintain dignity and confidentiality of members. Perform routine nursing duties in the general care of elderly members in the Veterans Home. Prepare, administer and document oral and topical medications and treatments. REQUIREMENTS: Must be at least 18 years of age and completed an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of the Medication Aide course within first year of employment. Pre-employment background check and drug screening is required.

Secretary II #254-42455R; \$10.66/hr; Geneva, Youth Rehabilitation and Treatment Center. HOURS: Monday & Tuesday 8:00 a.m. - 5:00 p.m., Wednesday 8:00 a.m. - Noon (20 hours a week). Type narrative, numerical, and/or statistical information from draft work, documents, or voice recordings to facilitate the processing or document the transactions of professional and administrative staff. Categorize and file/retrieve correspondence, records, reports, and other items within files arranged in alphabetical, numerical, and chronological order. Complete timely and accurate data entry on the N-Focus system and juvenile data base tracking system. REQUIREMENTS: Prefer vocational/technical diploma in office-related area. General office experience and experience in dealing with the public preferred.

Youth Security Specialist I #254-43301-2; \$11.15/hr; Kearney, Youth Rehabilitation Treatment. HOURS: 20 hours/week. Schedule to be worked: 10:00 p.m. - 6:00 a.m. with rotating days off. Includes some weekends & holidays. Supervise juvenile male youths in a treatment setting. Monitor and log youth behavior. Manage and enforce rules and regulations to include sanitation and personal hygiene. Respond to emergency situations. Follow directives. May transport youths to off campus locations. REQUIREMENTS: Prefer degree or post high school education/training in a human service area such as criminal justice, social work, counseling and guidance, human development, psychology, mental health, social behavior science or related area. Experience working with adolescent youths preferred. Experience with crisis management or deescalating aggressive behavior; experience working with a team; and Bilingual skills in English and Spanish preferred. Valid driver's license or ability to provide independent authorized transportation. **CLOSING DATE: 2/8/10.**

Youth Security Specialist I #254-42421-1; \$11.15/hr; Geneva, Youth Rehabilitation and Treatment Center. HOURS: 30 hours per week; 11:00 p.m.-7:00 a.m. Observe and record behaviors/progress of residents in the daily log during the overnight shift. Monitors safety and security of youths. Distribute medications as prescribed and administers first aid and CPR as required. Respond to crisis situations and de-escalates youths as needed. May transport youths off campus. REQUIREMENTS: Prefer post high school education in social work, criminal justice, counseling and guidance, human development, psychology, mental health, social/behavioral science or related areas OR two or more years experience in mental health treatment or youth services. Ability to work in moderate to high stress. Work will require physical stamina/strength, standing, walking, and occasional lifting; safety/security in all cottages during overnight shift. Valid driver's license or ability to provide independent authorized transportation.

CNA/Med Aide #257-13502-4; \$12.58/hr; Bellevue Eastern Nebraska Veterans' Home. PRN Pool on-call; temporary, part-time. The Department of Health and Human Services is actively seeking temporary CNA/CMA's as Staff Care Technicians to add to our caring staff assisting our military heroes/veterans, who reside in the beautiful Eastern Nebraska Veterans' Home. Provide quality care to members to maintain quality of life and ensure privacy and dignity. Prepare, administer and documents oral and topical medications and treatments. Completes essential documentation. Communicates observations concerning member's signification health needs to Charge Nurse. Ensure sanitation, infection control and safety practices. REQUIREMENTS: Must be at least 18 years of age and complete an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. Pre-employment background check and drug screening is required.

Youth Security Specialist II #254-42432-1; \$12.89/hr; Geneva, Youth Rehabilitation and Treatment Center. HOURS: 30 hrs/week. Provide supervision and general youth care. Monitor safety and security of youths. Will be responsible to provide safety and security to the living unit across the YRTC-Geneva campus. Provide assistance in living units while co-workers take breaks. Distribute medications as prescribed and administers first aid and CPR as required. Respond to crisis situations and de-escalate youths as needed. REQUIREMENTS: Prefer post high school education in social work, criminal justice, counseling and guidance, human development, psychology, mental health, social/behavioral science or related areas OR two or more years experience in mental health treatment or youth services. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. Valid driver's license or ability to provide independent authorized transportation.

Nurse Supervisor #257-18096-1; \$20.40/hr *; Scottsbluff, Western Nebraska Veterans' Home. HOURS: 10:00 p.m. - 6:30 a.m., every other weekend off.** Responsible for assessment and direct care through rounds, meet with members and families; member evaluations, prepare referrals and reporting; direct supervision of team, prepare schedules, performance evaluations, disciplinary actions, and commendations. Administer treatments and medications per policies. May assist in facility education program and serve on assigned committees and special projects. REQUIREMENTS: RN in Nebraska required. Skill in member care and assessments; supervising professional and paraprofessional staff, ability to maintain effective departmental and interdepartmental working relationships, ability to effectively and positively problem solve. Knowledge of nursing care standards, practices, and specialized procedures used in the geriatric client; VA and Health Department regulations for maintaining licensure preferred. Must have demonstrated dependability and satisfactory performance to include positive working relationships in a team setting at all times.

TEMPORARY

www.das.state.ne.us/personnel/nejobs/temp.htm

Check this website for any changes that may be made to the list of openings.

Park Worker III #33-04562R; \$8.84/hr; Lincoln. Temporary full-time from 5/10/10 - 8/31/10. General landscape installation and maintenance of turf, trees and shrubs at Commission headquarters grounds and various parks throughout Nebraska. Candidate will work under the supervision of an experienced Groundskeeper Leader. REQUIREMENTS: Must be at least 18 years of age. Ability to lift objects up to 50 pounds throughout an eight to ten-hour work shift. Experience in operation of chainsaws, mowers, string trimmers and other landscape equipment or ability to learn operation is preferred. Job may require occasional travel to park areas throughout Nebraska for landscape installation work. Valid driver's license or ability to provide independent authorized transportation. **CLOSING DATE: 3/31/10.**

Park Worker III #33-04440-3; \$9.93/hr; Ponca State Park. Temporary full time from 5/1/10 - 12/20/10. Assist team leader with planning, coordinating, and presenting a wide variety of environmental/outdoor education programs to audiences of different age groups and backgrounds. These programs may include: outdoor skills (archery, fishing, etc.), wildlife biology (bird watching, insects, mammals, etc.), kayaking, other sciences (amateur astronomy, geology, paleontology), cultural history (Lewis and Clark, Native American, etc.), crafts and others. Assist team leader with special events (such as The Missouri River Outdoor Expo and Halloweenfest), maintenance projects, planning, wildlife/habitat management, and customer service activities. REQUIREMENTS: Knowledge of education principles and practices. Basic knowledge of and strong interest in outdoor activities described above. The ability to present information to varied audiences. Excellent communication/teaching skills. Applicant must have a willingness to learn about the natural history of the Missouri River and Ponca State Park, and a strong desire to share this knowledge with the general public. Valid driver's license or ability to provide independent authorized transportation required. **CLOSING DATE: 2/19/10.**

Data Entry Operator 25-T1380; \$10.22/hr; Omaha. Temporary through 6/8/10. Operate devices used to enter data into computer; process records and reports for entry into computer storage. Covers reception desk as needed. REQUIREMENTS: Ability to operate a data entry machine; file and retrieve materials using alphabetical and numerical filing systems; code information in accordance with an established system; read and understand data entry machine operating manuals; understand and follow instructions. Regular and predictable attendance required. **CLOSING DATE: 2/16/10.**

Case Aide #254-38856; \$10.22/hr; Omaha. Temporary full time through 6/8/10. This is a support services assignment. Duties include providing paraprofessional/clerical support for casework staff via computer systems inquiry and input. Prepare for and complete documentation scanning; prepare and send appointment and related letters, assist casework staff with researching specific situations/circumstances, maintain Excel spreadsheets as to caseload distributions and other information, process incoming and outgoing unit mail, handle records transfer, order office supplies, basic maintenance of office equipment (replacing toner, paper, etc.), answer incoming calls and direct clients. Assist with filing and client records maintenance, and may arrange for client transportation. REQUIREMENTS: Prefer significant post high school education, work experience, and/or training related to working with varied computer systems (including spreadsheets), general clerical duties, and working effectively with the public and others. Must be highly organized, able to set and follow priorities, flexible in adjusting to changing work needs, and capable of working quickly and accurately in a high-volume work setting. Valid driver's license or ability to provide independent authorized transportation. **CLOSING DATE: 2/8/10.**

Document Imaging Technician #254-38855; \$10.22/hr; Omaha. Six positions. Temporary full-time through 12/31/10. Operate mail sorters, scanning/imaging equipment and computers; open and sort mail, review documents for completeness, prepare documents for imaging, scan documents within 24 hours of receipt; code and index documents as they are scanned and inspect/verify images. Complete computer systems inquiry and input. Basic maintenance of office equipment such as mail openers, scanners, copy/fax machines etc. REQUIREMENTS: Must be highly organized, detail oriented and able to perform repetitive work in a high-volume, fast paced work environment. Must have basic computer programs knowledge including: MS Word and Outlook. Knowledge of Lotus Notes and NFOCUS preferred. Internal and external customer service experience helpful. Must be able to lift and carry up to 25 pounds. **CLOSING DATE: 2/8/10.**

Case Aide #254-38474-2; \$10.22/hr; Omaha. Two positions. Temporary full-time through April 2010. This is a support services assignment. Duties include providing paraprofessional/clerical support for casework staff via computer systems inquiry and input, preparing and sending appointment and related letters, assisting casework staff with researching specific situations/circumstances, maintaining Excel spreadsheets as to caseload distributions and other information, processing incoming and outgoing unit mail, handling records transfer, ordering office supplies, basic maintenance of office equipment (replacing toner, paper, etc.), answering incoming calls and directing clients. Will assist with filing and client records maintenance, and may arrange for client transportation. REQUIREMENTS: Prefer significant post high school education, work experience, and/or training related to working with varied computer systems (including spreadsheets), general clerical duties, and working effectively with the public and others. Must be highly organized, able to set and follow priorities, flexible in adjusting to changing work needs, and capable of working quickly and accurately in a high-volume work setting. Ability to provide independent authorized transportation. Regular and predictable attendance. **CLOSING DATE: 2/22/10.**

Office Clerk III #27-53810; \$10.41/hr; Lincoln. Temporary for up to four months. Must be able to work until 5:00 p.m. Provide office and clerical support for the construction division. Serve as first point of contact for customers by greeting walk-in traffic or answering multi-line telephone to provide information or direct caller/customers to the appropriate office or individual. Receive, sort and distribute mail. Photocopy documents and material as needed. File correspondence. Schedule meetings through Outlook calendar, gather information for agendas and prepare handouts or packet/folders. Work with confidential information on a daily basis. Ensure the office is running smoothly and that all equipment and supplies are maintained at adequate levels. Assist in processing expense vouchers and/or order payment forms. Order office supplies. REQUIREMENTS: Experience with operating a multi-line telephone, personal computer and various office machines. Ability to maintain records and prepare correspondence. Excellent communication skills. Regular and reliable attendance is required. Prefer: Experience providing support to professional and/or administrative staff. Experience with MS Word, Excel, Access and Outlook. **CLOSING DATE: 2/16/10.**

Facility Maintenance Technician II; \$11.81/hr; Positions available in:

- #33-05547-4; Pawnee SRA. Temporary through November 2010. **CLOSING DATE: 2/16/10.**
- #33-05546R-2; Mahoney State Park. Temporary through January 16, 2011. Overnight travel required. **CLOSING DATE: 2/19/10.**
- #33-05548RR-2; Lincoln. Temporary through January 16, 2011. Overnight travel required. **CLOSING DATE: 2/19/10.**

Perform a variety of maintenance, repair, and construction activities, including, but not limited to building repair/renovation, construction of new structures, cabinet construction/repair, repair/installation of windows, concrete flat work, and minor plumbing and electrical work. REQUIREMENTS: Must be at least 18 years of age. One year experience performing general carpentry work, building maintenance, or construction work. General knowledge of building construction and maintenance; ability to operate power tools related to the construction field; ability to work in adverse weather conditions. Valid driver's license required or the ability to provide independent authorized transportation.

Conservation Technician I; \$11.81/hr; Positions available in:

- #33-33511-3; Myrtle Hall WMA. Temporary full-time from 4/1/10 - 11/22/10.
- #33-33521-2; Cambridge. Temporary full-time from 3/1/10 - 11/30/10.

Each year the Wildlife Division hires a number of seasonal employees to assist with its wildlife management functions, which include standard wildlife population surveys, research projects and habitat management implementation on both private and public lands. The experience afforded by these positions can quite often give students the competitive edge on future employment opportunities within the wildlife profession. Please visit the Nebraska Game and Parks Commission website for more information: www.ngpc.state.ne.us/admin/jobs/jobs.asp. Assist with prescribed burning; ground preparation and planting of food plots and grass plantings; repair and maintain equipment; assist with wildlife surveys; mix and apply chemicals; word processing; age and check deer; and assist in operation of controlled hunts. REQUIREMENTS: 12-15 hours of college-level course work in natural resources OR 6-12 months experience in wildlife management. Knowledge of and ability to operate tractors, all-terrain-vehicles (ATV's), chainsaws, and farm equipment. Basic knowledge of wildlife management principles. Computer skills (MS Word, Access, Excel) highly desirable. Valid driver's license or the ability to provide independent authorized transportation for travel to wildlife locations. **CLOSING DATE: 2/19/10.**

Heavy Equipment Mechanic/Operator; \$12.06/hr; Temporary full time through March 2011; Positions available in:

- #33-05545R-3; Medicine Creek SRA, Cambridge.
- #33-05549RR; Lincoln.

Perform general labor, driving dump trucks requiring a Commercial Drivers License (CDL), and operating a variety of heavy construction equipment including, but not limited to: scrapers, dozers, motor graders, loaders, and backhoes. REQUIREMENTS: Must be at least 18 years of age. General knowledge of earth-moving construction; considerable skill in operation of heavy equipment; skill in diesel and gasoline mechanics; ability to work in adverse weather conditions. Valid driver's license; class B Nebraska Commercial Driver's License with air brake and tanker endorsements is required within four weeks after employment. Overnight travel required. **CLOSING DATE: 3/19/10.**

Conservation Technician II #33-02503-3; \$13.65/hr; Kearney. Temporary full-time from 4/1/10 - 11/30/10. Primarily work as an assistant to the South Central District Fisheries staff in the collection of fisheries data. Duties will be assigned by the supervisor and will include all aspects of fisheries science needed to monitor, maintain and enhance fish populations in Nebraska waters. Assist Fisheries Division staff with field collection of fish community data, aquatic habitat assessment, and angler use data from reservoirs and lakes in south-central Nebraska pertinent to on-going research and fisheries management. Special emphasis will occur with lower and mid-level trophic communities at Harlan County Reservoir. Provide additional support for a variety of pilot projects needed to develop future research projects including bluegill food habits, habitat assessment, rejuvenation of invertebrate communities following renovation, white bass genetics, walleye and white bass recruitment and assessment of glass shrimp introductions. Fish community sampling techniques include boat electrofishing, trap nets, gill nets and seines. Assist with fish age determinations from scale and spines collected in the field, and subsequent computer data entry. Assist with equipment maintenance and outdoor education programs. REQUIREMENTS: Two years experience working in fisheries-related field or two years of college with at least one year experience. General knowledge of and ability to operate, care for and repair fisheries equipment and motor vehicles; ability to follow instructions and maintain records; general knowledge of fisheries management techniques. Applicant should have effective communication skills. Valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: 2/19/10.**

Conservation Technician II #33-02502-2; \$13.65/hr; Alliance. Temporary full-time from 4/1/10 - 12/30/10. This position requires considerable travel time away from home. Field work normally will be performed four - five days per week. Primarily work as an assistant to the Program Manager in the collection of fisheries and stream fish data, GPS surveying, habitat projects, and data analysis and entry. Duties will include all aspects of fisheries science needed to monitor, maintain, and enhance fish populations in Nebraska waters. The incumbents perform a variety of duties related to the gathering of field data in streams throughout Nebraska. Duties include: Assist in the collection and post-processing of fish and macro invertebrate samples with various types of sampling gear. Tabulate field and laboratory data. May sort, enumerate and taxonomically identify samples. Operate motor vehicles and various field and laboratory equipment. Collect other necessary data including discharge measurements and other physical and chemical parameters. REQUIREMENTS: Two years experience working in fisheries-related field or two years of college with at least one year experience. General knowledge of and ability to operate, maintain, and repair fisheries equipment and motor vehicles; ability to follow instructions and maintain records; general knowledge of fisheries management techniques. Experience with, or a strong interest in learning how to collect and identify fish and macro invertebrates is desirable. Overnight travel of two - three nights per week may be required. Outdoor work requires physical exertion, such as bending, heavy lifting, pulling. Exposure to moderate to extreme climatic conditions is expected. The work often requires spending long days in the field under hot conditions. Good judgment is required while working in the water. Hazardous wading conditions may exist while working in and around fast-flowing streams or rivers. Valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: 2/19/10.**

* Plus applicable shift differential; *** Salary commensurate with qualifications and experience or additional salary based on experience.
If no closing date is listed, position remains OPEN for application.

Conservation Technician II #33-02501-6; \$13.65/hr; Lincoln. Temporary full-time from 3/1/10 - 9/1/10. Weekend and holiday hours possible. Develop, organize and implement activities in support of the Commission's Recruitment, Retention, and Development Family Fishing Program. Develop and create educational materials and equipment. Organize and implement fishing clinics throughout the state. Deliver public presentations. Assist in fisheries management related activities. REQUIREMENTS: Two years experience working in fisheries-related field or two years of college with at least one year experience. General knowledge of fisheries management techniques and aquatic ecology. Good communication and public speaking skills. Ability to: Maintain simple records; think and work, both independently and with instruction; operate hand and power tools; operate a pickup with trailer. Will be required to travel statewide independently, with overnight stays; valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: 2/19/10.**

Park Superintendent I #33-04045; \$15.52/hr; Ponca State Park. Temporary from 3/1/10-1/15/11 to assist Superintendent with Missouri River Outdoor Expo (MROE). Duties: budget - tracking expenditures/book-keeping, assist with obtaining and initiating grants for sponsorships, will be main contact person for vendors, documentation, site layout, responsible for lodging accommodations for staff/volunteers, oversee volunteer database and mailings, in charge of ordering and keeping track of signage, oversee silent auction and raffle tickets, scheduling for radio shows, newspaper ads and releases, liaison for NGPC Expo web pages and to perform other duties as required for the MROE. This position will assist in the supervision of two - three other staff and assist with the planning, coordinating, and presenting of a wide variety of environmental/outdoor education programs to audiences of different age groups and backgrounds. Assist Superintendents with special events (such as Becoming an Outdoors-Woman workshop and Hallowfest), maintenance projects, planning, wildlife/habitat management, and customer service activities. REQUIREMENTS: Bachelors degree in park management or related field. Experience in park management or a related field may substitute for education on a year-for-year basis. Ability to plan, manage, analyze and evaluate park programs. Knowledge of the principles, techniques, and application of park resources management and conservation. Knowledge of departmental rules and regulations. Ability to communicate effectively and establish and maintain public relations with community, business, special interest groups, and state, local and federal agencies. Knowledge of park operations, administration and financial management. Ability to maintain records and prepare reports. Ability to supervise subordinate staff and to enforce park rules and regulations. **CLOSING DATE: 2/19/10.**

SOS Temporary Program

Do you possess strong secretarial, customer service, word processing, accounting, or data entry skills? SOS is looking for you to help fill temporary positions within State agencies. Some of the skills we look for are:

- Typing ability of 40 wpm
- Data entry: 6,000-8,000 keystrokes per hour
- Word processing
- Proficiency in MS Office, including Excel and Access

Temporary assignments are not limited to clerical or support jobs. We occasionally fill temporary vocational, technical and professional positions as well. Interviews are given Tuesday through Friday from 8:00 a.m.-10:00 a.m. and 1:00 p.m.-4:00 p.m. Call us at 402-471-2075 to schedule an appointment. Apply in our office at 301 Centennial Mall South, Lincoln, NE.

Nebraska Department of Roads – 2010.

Statewide locations. Summer positions, temporary, full-time until around the end of November 2010.

These positions are being advertised internally and externally and will remain open until all positions are filled.

Hours depend on the weather, may be more or less than 40 hours per week; Starting and ending dates at different intervals.

Highway Maintenance Worker #27-60301RR; \$11.42/hr; Statewide. Operate trucks and other light equipment to complete highway maintenance work. Physically move, load and unload highway materials and supplies weighing up to 100 pounds. Repair highway signs and manually provide highway traffic control for maintenance projects according to safety procedures. REQUIREMENTS: Must be 18 years of age, possess both a current driver's license and a good driving record. Must be able to lift up to 100 pounds, climb, bend, and stoop, work in outdoor temperature extremes and work around high-speed traffic. Must be able to be reached to report to work outside scheduled work hours for highway emergencies within a specified time frame. May require out of town, overnight travel. PREFER: Experience in the operation of heavy equipment, and a valid Class A or B Commercial Drivers License with tanker endorsement.

Highway Construction Technician I #27-60201RR; \$11.68/hr; Statewide. Successful applicants will be under immediate supervision and trained to perform standard tests on construction material and inspections in routine phases of construction projects, and/or to participate as a member of a survey crew. REQUIREMENTS: Must have basic math skills. Must be at least 18 years of age, possess both a current driver's license and a good driving record or ability to provide independent authorized transportation. Must be able to lift up to 100 pounds, climb, bend, stoop, walk long distances and work long hours in outdoor temperature extremes. Must be able to work overtime as needed. Applicants who have prior experience with the Nebraska Department of Roads and have completed the highway plan reading and math courses could be hired as Construction Technician II at \$14.32/hr.

NOTE: Not all districts have positions available. Please call the Headquarters office for the district in which you are interested to see if they are hiring.

- District 1 (Lincoln) 402-471-0850
- District 3 (Norfolk) 402-370-3470
- District 4 (Grand Island) 308-385-6265
- District 5 (Gering) 308-436-6587
- District 6 (North Platte) 308-535-8031
- District 7 (McCook) 308-345-8490
- District 8 (Ainsworth) 402-387-2471





Each year the Parks Division hires a number of temporary employees to assist with its park management functions, which include: Food Service, Facility Maintenance, Tour Guides, Office Support, Entrance Booths, Grounds Maintenance, Security, Receptionist, Laundry Worker, Cabin Cleaner, Housekeeping, Horticulture and Wranglers. Positions will last approximately April 2010 – October 2010 (length will vary with assignment). Qualifications vary, most will require the following: Ability to: Communicate effectively; work with the public; understand and follow instructions. Some positions may also require ability to: Plan, assign, and coordinate the work of others; make routine decisions; operate powered equipment and machinery (must be at least 18 years of age). Knowledge of the operation of various types of equipment/machinery and cooking techniques. Valid driver's license or ability to provide independent authorized transportation. Knowledge, abilities, and skills required to perform the particular duties. Must complete State application; they are available at any Game and Parks Commission Office. Send completed application to AS-State Personnel, PO Box, 94905, Lincoln, NE 68509-4905 or apply online at statejobs.nebraska.gov. **CLOSING DATE FOR ALL POSITIONS LISTED BELOW IS OPEN.**

Temporary Park Workers, \$7.25/hr - \$8.847/hr, in the following locations. Contact the park superintendent for more information on particular positions.

Job Number	Location	Contact Information
#33-TEMP10	Arbor Lodge SHP	402-873-7222
#33-TEMP10-1	Ash Hollow SHP	308-778-5651
#33-TEMP10-2	Bassett Maintenance District	402-684-2921
#33-TEMP10-3	Bowring Ranch SHP	308-684-3428
#33-TEMP10-4	Branched Oak SRA	402-783-3400
#33-TEMP10-5	Buffalo Bill Ranch SHP	308-535-8035
#33-TEMP10-6	Calamus Reservoir SRA	308-346-5666
#33-TEMP10-7	Chadron State Park	308-432-6167
#33-TEMP10-9	Grand Island Maintenance	308-385-6211
#33-TEMP10-11	Enders Reservoir SRA	308-394-5118
#33-TEMP10-12	Eugene T. Mahoney SP	402-944-2523
#33-TEMP10-13	Fort Hartsuff SHP	308-346-4715
#33-TEMP10-14	Fort Kearny SHP	308-865-5305
#33-TEMP10-15	Fort Robinson SP	308-665-2900
#33-TEMP10-16	Fort Atkinson SHP	402-468-5611
#33-TEMP10-17	Fremont Lakes SRA	402-727-3290
#33-TEMP10-18	Indian Cave SP	402-883-2575
#33-TEMP10-19	Johnson Lake SRA	308-785-2685
#33-TEMP10-20	Lake Minatare SRA	308-783-2911
#33-TEMP10-21	Lake Maloney SRA	308-535-8025
#33-TEMP10-22	Lake McConaughy SRA	308-284-8800
#33-TEMP10-23	Lewis and Clark SRA	402-388-4169
#33-TEMP10-24	Lincoln Maintenance	402-471-5566
#33-TEMP10-25	Louisville SRA	402-234-6855
#33-TEMP10-26	Medicine Creek SRA	308-697-4667
#33-TEMP10-27	Merritt Reservoir SRA	402-376-3320
#33-TEMP10-28	Mormon Island SRA	308-385-6211
#33-TEMP10-29	Niobrara State Park	402-857-3373
#33-TEMP10-30	Parks Lincoln Office	402-471-5510
#33-TEMP10-31	Pawnee SRA	402-796-2362
#33-TEMP10-32	Platte River SP	402-234-2217
#33-TEMP10-33	Ponca State Park	402-755-2284
#33-TEMP10-34	Red Willow Reservoir	308-345-5899
#33-TEMP10-35	Rock Creek Station SHP	402-729-5777
#33-TEMP10-37	Sherman Reservoir SRA	308-745-0230
#33-TEMP10-38	Smith Falls State Park	402-376-1306
#33-TEMP10-39	Swanson Reservoir SRA	308-276-2671
#33-TEMP10-40	Two Rivers SRA	402-359-5165
#33-TEMP10-41	Victoria Springs SRA	308-749-2235
#33-TEMP10-42	Wildcat Hills SRA	308-436-3777
#33-TEMP10-43	Willow Creek SRA	402-329-4053
#33-TEMP10-44	Windmill SRA	308-468-5700

* Plus applicable shift differential; *** Salary commensurate with qualifications and experience or additional salary based on experience.
If no closing date is listed, position remains OPEN for application.

VOCATIONAL/TECHNICAL/TRADES

www.das.state.ne.us/personnel/nejobs/voc.htm

Check this website for any changes that may be made to the list of openings.

Cemetery Groundskeeper #28-37104; \$10.31/hr; Alliance. This position reports to the Cemetery Maintenance Supervisor. Responsible for operation and maintenance of cemetery grounds and buildings at the Nebraska Veterans Cemetery, Alliance, Nebraska. Complete interments of veterans and eligible dependents according to federal and State statutes, while maintaining burial fields according to Shrine Standards/Operational Standards and Measures of the National Cemetery Administration. Operates and maintains all cemetery equipment. Maintains buildings. Assist with committal ceremonies and final interments. REQUIREMENTS: Preference given to Veterans. Please include DD214. Prefer vocational/technical diploma in horticulture, agriculture, small engine repair, automotive repair or related fields. Minimum less than one year landscaping, custodial. Ability to prioritize, work independently on multiple tasks and meet strict time constraints. Excellent communication, interpersonal and organizational skills. Ability to work effectively with diverse groups. Have necessary skills to appreciate all the sensitivities associated with the provision of burial services. Ability to use computer and be physically capable of operating all cemetery equipment. Will require heavy lifting, pushing, pulling, bending, and carrying items over 50 lbs. Valid driver's license or ability to provide independent authorized transportation. Employment contingent upon results of a background check. Preference to veterans. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 2/9/10.**

Security Communications Specialist #64-13821-1; \$11.15/hr; Lincoln. HOURS: 7:00 a.m. - 3:00 p.m. with Tues and Wed off. Monitor and operate security equipment including Fire/Life Safety software, Security access and alarm software; write reports and make daily activity log entries; monitor building maintenance and fire systems; dispatch security officers/state troopers to alarms, calls for assistance and coordinate with other agencies 911 call center for medical, fire and law enforcement needs; generate computer reports; produce and issue access cards; change access groups; handle multi-line phone system, field phone calls from the public, state employees, and elected and appointed officials; use the Nebraska Criminal Justice Information Systems website to obtain DMV records and protection orders; cross train and occasionally perform the duties of a security officer due to staffing needs. REQUIREMENTS: One year experience performing emergency security communications or dispatch related duties is preferred. Computer Aided Dispatch experience is strongly desired. Minimum of six months hands-on experience operating computers to include but not limited to; entering data, interpreting computer generated reports, running reports, etc., is required. Familiarity with Microsoft software and various computer applications is desirable. Must be able to effectively communicate. Requires certification in first aid and CPR or must obtain within first six months of employment. Ability to perform duties under stressful conditions and possibly handle multiple alarms and emergency conditions at the same time is required. General knowledge of and the ability to operate office equipment (i.e. telephone, fax machine, copier, intercom, etc.) is desired. Security officer must be able to walk at least three miles during each shift and have the ability to climb stairs. Applicants must successfully complete an extensive background screening prior to being employed, which may include completion of a Personal History Questionnaire. Felony convictions, certain misdemeanor convictions, a history of criminal activity, or maintaining associations with known criminals may result in applicants being eliminated from consideration for appointment. **CLOSING DATE: 2/19/10.**

Highway Maintenance Worker #27-02848; \$11.42/hr; Lincoln. Successful applicants will be trained to operate various types of highway maintenance equipment including: dump trucks, semi-truck trailers, rollers, loaders, tractors, motorgraders, snowplows, draglines, backhoes, distributors and spreaders. Proficiency and certification in the operation of heavy highway maintenance equipment will result in eligibility for promotion to a Highway Maintenance Worker/Senior at \$13.14/hr. Operates trucks and other light equipment to complete highway maintenance work. Mows right of way using hand and power mowers and tractors. Operates post drivers for the installation of signs, fences and guardrails. Paints guardrails, posts, buildings and various structures. Performs manual labor for concrete and bituminous patching and sealing of cracks in highways and structures. Manually provides highway traffic control for construction and maintenance projects according to safety procedures. Physically moves, loads and unloads highway materials and supplies weighing up to 100 pounds. Completes routine and general maintenance and mechanical repair of equipment. Repairs highway signs. Performs snow removal. Operates heavy highway maintenance equipment to gain proficiency and eligibility for Highway Maintenance Worker/Senior certification. Basic computer use to enter timesheet data on payroll detail system. REQUIREMENTS: Must be at least 18 years of age and have both a valid driver's license and a good driving record. Must be able to lift up to 100 pounds, climb, bend, and stoop, work in outdoor temperature extremes and work around high-speed traffic. A Class A Commercial Drivers License with air brakes and tanker endorsement is required within 60 days of employment. Must be able to report to work outside scheduled work hours for snow and other highway emergencies within 40 minutes in normal driving conditions. Effective communication skills are required to perform the essential functions of the job. Requires regular and reliable attendance. Prefer: Experience in heavy equipment operations. Valid Class A or B Commercial Drivers License with tanker endorsement. Basic computer experience. **CLOSING DATE: 2/16/10.**

Highway Maintenance Worker #27-03454-4; \$11.42/hr; Sidney. Successful applicants will be trained to operate various types of highway maintenance equipment including: dump trucks, semi-truck trailers, rollers, loaders, tractors, motorgraders, snowplows, draglines, backhoes, distributors and spreaders. Proficiency and certification in the operation of heavy highway maintenance equipment will result in eligibility for promotion to a Highway Maintenance Worker/Senior at \$13.14/hour. Operate trucks and other light equipment to complete highway maintenance work. Operate tractors with various attachments including discs, harrows, seeders, cement mixers, 15-foot mowers, sprayers and hand mowers to maintain Interstate Highways and highway right of ways. Operate post drivers for the installation of signs, fences and guardrails. Paint guardrails, posts, buildings and various structures. Perform manual labor for concrete and bituminous patching and sealing of cracks in highways and structures. Manually provide highway traffic control for construction and maintenance projects according to safety procedures. Physically move, load and unload highway materials and supplies weighing up to 100 pounds. Complete routine and general maintenance and mechanical repair of equipment. Repair highway signs. Perform snow removal. Apply chemicals of selective and non-selective herbicides spray to highway right of way. Operate heavy highway maintenance equipment to gain proficiency and eligibility for Highway Maintenance Worker/Senior certification. REQUIREMENTS: Must be at least 18 years of age and possess both a current driver's license and a good driving record. Must be able to lift up to 100 pounds, climb, bend and stoop, work in outdoor temperature extremes and work around high-speed traffic. Class A Commercial Drivers License with tanker endorsement is required within 60 days of employment. Report to work outside scheduled work hours for snow and other highway emergencies within 30 minutes. Maintain regular and reliable attendance to accomplish assigned duties and responsibilities. Must be able to follow directions with minimal supervision, must be able to read and communicate effectively. Prefer: Experience in the operation of heavy equipment, Valid Class A or B Commercial Drivers License with tanker endorsement. **CLOSING DATE: 2/16/10.**

* Plus applicable shift differential; *** Salary commensurate with qualifications and experience or additional salary based on experience.

Highway Maintenance Worker #27-03585-5; \$11.42/hr; Lexington. Performs maintenance activities within the 14 counties located in West Central Nebraska. This vacancy is located at Lexington but work functions may require assignment within the geographical area of the District or anywhere in the state. Successful applicants will be trained to operate various types of highway maintenance equipment including: dump trucks, semi-truck trailers, rollers, loaders, tractors, motorgraders, snowplows, draglines, backhoes, distributors and spreaders. Applicants will also be trained to perform various types of maintenance activities including surface maintenance, right of way, structure and sign maintenance, winter operations, yard and rest area maintenance, emergency response, and other miscellaneous operations. Proficiency and certification in the operation of heavy highway maintenance equipment will result in eligibility for promotion to a Highway Maintenance Worker/Senior at \$13.14/hr. Operate tandem trucks and other heavy equipment to complete highway maintenance work. Operate tractors with various attachments, 15-foot mowers and/or hand mowers to maintain highway right of way. Operate post drivers for the installation of signs, fences and guardrails. Perform sign repair, paints, repairs guardrail, buildings, structures and fencing. Perform manual labor for concrete and bituminous patching and sealing of cracks in highways and structures. Manually or mechanically provides highway traffic control for construction and maintenance activities according to safety procedures. Physically move, load and unload materials and supplies weighing up to 100 pounds. Complete routine and general maintenance and mechanical repair of equipment. Maintain trees and shrubs by operating chainsaw and chipper. Assist in mechanical, electrical and plumbing repair. Completes daily payroll on computer. Operate heavy highway maintenance equipment to gain proficiency and eligibility for Highway Maintenance Worker/Senior certification within two years of date of hire. Perform ice control and snow removal operations. May require performing part or all maintenance activities as described in the maintenance manual as well as performing construction inspection, survey activities, materials testing, and inspection. REQUIREMENTS: Must be at least 18 years of age and possess both a current driver's license and a good driving record. Must be able to lift up to 100 pounds. Must be able to climb, bend, and stoop, lift above the shoulder, work in outdoor temperature extremes and work around high-speed traffic. Class A Commercial Drivers License with air brakes and tanker endorsement is required within 60 days of employment. Must be able to report to work outside scheduled work hours, including holidays and weekends, for snow and other highway emergencies within 30 minutes and may be placed in an "on-call" status. Extensive overnight statewide travel may be required for emergency and maintenance operations. Must be able to follow directions with minimal supervision. Must be able to read and communicate effectively. Must maintain regular and reliable attendance to accomplish assigned duties and responsibilities. Prefer: Experience in the operation of heavy equipment, Valid Class A or B Commercial Drivers License with tanker endorsement. Basic computer experience preferred. **CLOSING DATE: 2/22/10.**

Highway Maintenance Worker #27-02020; \$11.42/hr; Kearney (I-80 Yard). Successful applicants will be trained to operate various types of highway maintenance equipment including: dump trucks, semi-truck trailers, rollers, loaders, tractors, motorgraders, snowplows, draglines, backhoes, distributors and spreaders. Proficiency and certification in the operation of heavy highway maintenance equipment will result in eligibility for promotion to a Highway Maintenance Worker/Senior at \$13.14/hr. Operate trucks, sanders, snowplows and other equipment to complete highway maintenance work. Operate tractors with various attachments including disc, harrows, seeders, 15-foot mowers, sprayers and hand mowers to maintain highways and highway right of ways. Operate post drivers for the installation of signs, fences, and guardrails and other hand held power and manual tools. Maintain the upkeep of shrubs and lawns and perform tree trimming and brush cutting. Maintain yards and performs building maintenance and cleaning. Paint buildings and various structures. Perform manual labor for concrete and bituminous patching and sealing of cracks in highways and structures. Manually provide highway traffic control for construction and maintenance projects according to safety procedures. Physically moves, loads and unloads highway materials and supplies, weighing up to 100 pounds. Complete routine and general maintenance and mechanical repair on equipment. Repair highway signs. Perform snow removal. May apply chemicals of selective and non-selective herbicides spray to highway right of way. REQUIREMENTS: Applicants must be at least 18 years of age, have both a current driver's license and a good driving record. Must be able to lift up to 100 pounds, climb, bend, stoop, work in outdoor extremes and work around high-speed traffic. A Class A Commercial Driver's License (CDL) with tanker endorsement is required within 60 days of hire. Must be able to report to work for snow and other highway emergencies within 30 minutes under normal driving conditions. Must be a safe worker that is team oriented. Must be able to follow directions with minimal supervision. Must be able to read and communicate effectively to give and receive instructions; effective communication skills are required to perform the essential functions of the job. Regular and reliable attendance is required. Prefer: Experience in the operation of heavy equipment. Those with a valid Class A CDL with tanker endorsement. Experience doing road and bridge repairs, welding, using a cutting torch and field repairs of equipment. Basic computer skills. **CLOSING DATE: 2/8/10.**

Food Service Specialist #46-12084-5; \$12.49/hr; Lincoln. Coordinate, train and manage inmates in the preparation and serving of food. Coordinate sanitation, safety and food storage. Examine inventory and store food products. Record and report food purchases and consumption. REQUIREMENTS: Education or experience in food preparation. Must be able to lift 40 lbs. Must be able to work weekends and holidays. Duties include prolonged standing and walking. DESIRED: Bilingual English and Spanish skills desired and assessed. Previous supervisory experience preferred. Applicants accepting a job offer must pass the following pre-employment exams in this order: minimum physical standard screen, then the medical exam, and at a randomly announced time, pass a drug test. Once at the Staff Training Academy, must successfully complete the fully paid NE Corrections Training Program. For more information call 402.335.5998 or 1.888.769.2359. For ADA accommodations call 1.888.769.2359.

Highway Construction Technician II #27-00222-1; \$14.32/hr; Lincoln. Successful applicants will be under immediate supervision and trained to perform standard tests on construction material and inspections in routine phases of construction projects, and/ or to participate as a member of a highway construction or a preliminary design survey crew. Performs or assists with standard tests on Portland cement concrete, asphaltic concrete, soil, aggregate and other construction material for conformance to specifications, and maintains automated records. Performs tests such as slump tests, entrained air content tests, and unit weight tests on Portland cement concrete. Performs soil tests using nuclear gage to measure density and moisture. Uses balloon volume measures, scales, and heating devices to calculate the density and moisture content of soil. Inspects contractors' work on construction projects including checking grades and elevations, and collecting, recording measurements, and maintaining automated records. Observes transportable and stationary scales to weigh contractors' trucks containing materials used in highway construction such as concrete, hay for mulch, asphalt, and gravel. Inspects earthwork and removal operations. Reads construction plans to understand dimensions and information shown and applies the information to the inspection of projects. Participates on a highway construction survey crew responsible for utilizing construction plans, blue top data, and cross section data to stake locations at highway construction sites. Reduces survey notes and plots cross-sections. Measures elevations using a survey rod and level, measures long distances using a measuring chain, and measures short distances using a tape measure or electronic measuring equipment. Makes standard computations, operates transit, total station, and/or level. Cuts and clears tree brush to clear a line of site to complete surveying. Measures and sets benchmarks for elevation. Participates on a preliminary survey crew to collect data from the field for use in design of highway plans. Records field notes in logbooks. Completes routine and general maintenance of equipment. Loads and unloads materials, equipment and supplies. Operates snow removal equipment to assist State Maintenance. Regular and reliable attendance is required. REQUIREMENTS: Applicants must have passed the Nebraska Department of Roads, (NDOR) math, plan reading, and bridge plan reading courses. Associates degree in civil engineering technology or a related field may be substituted for completion of the NDOR courses. Applicants must provide a copy of their degree and transcript at time of interview. Good math skills and skill/training in surveying, materials testing, construction inspection, record keeping, and basic computer skills are required. Must be at least 18 years of age, have both a valid driver's license with a good driving record and possess a valid Class B Commercial Drivers License (CDL) with tanker endorsement within 60 days. Must be able to lift up to 100 pounds, climb, bend, stoop, walk long distances and work long hours in outdoor temperature extremes. Must be able to report to work outside scheduled work hours for snow and other highway emergencies within 45 minutes, under normal driving conditions. Effective communication skills are required to perform the essential functions of the job. Regular and reliable attendance is required. Prefer: Experience in materials testing, inspection, survey, record keeping, trigonometry, geometry, basic computer and the operation of heavy equipment. Possession of a valid Class A or B Commercial Drivers License (CDL) with tanker endorsement. If unable to fill at the Highway Construction Technician II level, will consider applications at the I level. **CLOSING DATE: 2/22/10.**

Highway Construction Technician II #27-03911; \$14.32/hr; Holdrege. Successful applicants will be under immediate supervision and trained to perform standard tests on construction material and inspections in routine phases of construction projects, and/ or to participate as a member of a highway construction or a preliminary design survey crew. Performs or assists with standard tests on Portland cement concrete, asphaltic concrete, soil, aggregate and other construction material for conformance to specifications, and maintains automated records. Performs tests such as slump tests, entrained air content tests, and unit weight tests on Portland cement concrete. Performs soil tests using nuclear gage to measure density and moisture. Uses balloon volume measures, scales, and heating devices to calculate the density and moisture content of soil. Inspects contractors' work on construction projects including checking grades and elevations, and collecting, recording measurements, and maintaining automated records. Observes transportable and stationary scales to weigh contractors' trucks containing materials used in highway construction such as concrete, hay for mulch, asphalt, and gravel. Inspects earthwork and removal operations. Reads construction plans to understand dimensions and information shown and applies the information to the inspection of projects. Participates on a highway construction survey crew responsible for utilizing construction plans, blue top data, and cross section data to stake locations at highway construction sites. Reduces survey notes and plots cross-sections. Measures elevations using a survey rod and level, measures long distances using a measuring chain, and measures short distances using a tape measure or electronic measuring equipment. Makes standard computations, operates transit, total station, and/or level. Cuts and clears tree brush to clear a line of site to complete surveying. Measures and sets benchmarks for elevation. Participates on a preliminary survey crew to collect data from the field for use in design of highway plans. Records field notes in logbooks. Completes routine and general maintenance of equipment. Loads and unloads materials, equipment and supplies. Operates snow removal equipment to assist State Maintenance. REQUIREMENTS: Applicants must have passed the Nebraska Department of Roads (NDOR) math, plan reading, and bridge plan reading courses. Associates degree in civil engineering technology or a related field may be substituted for completion of the NDOR courses. Applicants must provide a copy of their degree and transcript at time of interview. Good math skills and skill/training in surveying, materials testing, construction inspection, record keeping, and basic computer skills are required. Regular and reliable attendance required. Must be at least 18 years of age, have a good driving record and possess a valid Class A or B Commercial Drivers License (CDL) within 60 days. Must be able to lift up to 100 pounds, climb, bend, stoop, walk long distances and work long hours in outdoor temperature extremes. Must be able to report to work outside scheduled work hours for snow and other highway emergencies within 30 minutes, under normal driving conditions. Effective communication skills are required to perform the essential functions of the job. Prefer: Experience in materials testing, inspection, survey, record keeping, trigonometry, geometry, basic computer and the operation of heavy equipment. Possession of a valid Class A or B Commercial Drivers License (CDL) with tanker endorsement. Material testing certifications such as ACI, Nuclear Density, or traffic control training from ATTSSA. If unable to fill at the Highway Construction Technician II level, position will be under-filled at the Highway Construction Technician I level. **CLOSING DATE: 2/8/10.**

Highway Construction Technician II #27-03211-2; \$14.32/hr; Norfolk. Leads crew on complex surveys, instructs and trains others in the use of survey equipment, maintains field notes, calculates levels, grades, elevations, and curves. Performs complex construction surveying and construction staking. Inspects and accepts or rejects work and materials on all phases of construction projects to insure conformance to plans, specifications and special provisions. Prepares, maintains and submits inspection reports and records on inspection assignments. Maintains project cost records and other construction records. Checks final records for method of measurement, accuracy and completeness. Performs standard tests on Portland cement concrete, asphaltic concrete, soil, aggregate, and all other construction materials for conformance to specifications. Functions as a resource and trainer to less experienced employees for all testing procedures. Drives commercial and non-commercial vehicles. Operate snow removal equipment to assist State Maintenance. REQUIREMENTS: Must have passed the Nebraska Department of Roads math, plan reading, and bridge plan reading courses. Associates degree in civil engineering technology or a related field may be substituted for completion of the NDOR courses. Applicants must provide a copy of their degree and transcript at time of interview. Good math skills and skill/training in one or more of the following: surveying, materials testing or construction. Must be at least 18 years of age, have a valid driver's license with a good driving record, and possess a Class A or B Commercial Driver's License (CDL) within 60 days of hire. Must be able to lift 100 pounds, climb, bend, stoop, and work long hours outside in temperature extremes. Must possess effective communication skills and the ability to work with others including the general public, co-workers and contractors. Must be able to report to work outside scheduled work hours within 30 minutes. Will be required to obtain/maintain various certifications including American Concrete Institute (ACI), nuclear gauge operator, etc. Regular and reliable attendance is required. Prefer: Experience or education in surveying, road construction, construction inspection, materials testing, record keeping, trigonometry, and geometry. Basic computer skills. Experience leading a team or crew. Computer experience including word processing, spreadsheets and Microstation software. Desire material testing certifications such as ACI, Nuclear Density, or traffic control training from ATTSSA. Possession of a valid Class A or B CDL desired. This position may be filled at the Construction Technician I level if no applicants meet the requirements for Construction Technician II. Applicants hired at the Construction Technician I level will be eligible for promotion to Construction Technician II upon successfully completing the required NDOR courses, gaining the necessary experience, and being assigned Construction Technician II level duties. **CLOSING DATE: 2/16/10.**

Cemetery Maintenance Supervisor #28-37103; \$16.09/hr; Alliance. This position reports to the Cemetery Administrator. Responsible for operation and maintenance of cemetery grounds and buildings at the Nebraska Veterans Cemetery, Alliance, Nebraska. Complete interments of veterans and eligible dependents according to federal and State statutes, while maintaining burial fields according to Shrine Standards/Operational Standards and Measures of the National Cemetery Administration. Supervise and train maintenance, landscape and grounds keeping staff. Assist with committal ceremonies and final interments. Operates and maintains all cemetery equipment, inventory, buildings and grounds plus safety and security. Prepares reports. REQUIREMENTS: Preference given to Veterans. Please include DD214. Vocational/Technical diploma in horticulture, maintenance, small engine repair, construction, diesel repair, John Deere Technology or related fields. Minimum one year cemetery landscaping/general maintenance. Prefer with supervisor duties. Ability to prioritize, work independently on multiple tasks and meet strict time constraints. Excellent communication, interpersonal and organizational skills. Proficiency in report writing. Ability to work effectively with diverse groups. Have necessary skills to appreciate all the sensitivities associated with the provision of burial services. Ability to use computer and be physically capable of operating all cemetery equipment. Will require heavy lifting, pushing, pulling, bending, and carrying items over 50 lbs. Valid driver's license or ability to provide independent authorized transportation. Employment contingent upon results of a background check. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 2/9/10.**

HEALTH/MEDICAL/DIRECT CARE

www.das.state.ne.us/personnel/nejobs/health.htm

Check this website for any changes that may be made to the list of openings.

CNA/Med Aide #257-05310-4; \$10.12/hr*; Bellevue, Eastern Nebraska Veterans' Home. Varied shifts. The Nebraska Dept. of Health and Human Services is actively recruiting permanent CNA/CMA's as Staff Care Technicians to add to our caring staff assisting our military heroes/veterans, who reside in the beautiful Eastern Nebraska Veterans' Home. Provide quality care to members to maintain quality of life and ensure privacy and dignity. Prepare, administer and document oral and topical medications and treatments. Completes essential documentation. Communicates observations concerning member's signification health needs to Charge Nurse. Ensure sanitation, infection control and safety practices. REQUIREMENTS: Must be at least 18 years of age and complete an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. Pre-employment background check and drug screening is required.

CNA/Med Aide #257-18000-2; \$10.12/hr; Western Nebraska Veterans' Home. Full time positions. Provide routine nursing duties involved in care of elderly, mentally and physically incapacitated members in the veterans' home. REQUIREMENTS: Must be at least 18 years of age and completed an approved 76 hour Nursing Assistant course. Ability to do heavy lifting (40 lbs - floor to waist, 30 lbs - waist to shoulder, 50 lbs push and 100 lbs pull) on a daily basis. Ability to stoop, bend, reach overhead and walk or stand up to 90% of the shift. Successful completion of Medication Aide course within first year of employment.

CNA/Med Aide #257-55555-1; \$10.12/hr; Norfolk Veterans' Home. Varied shifts available. Perform routine nursing duties involved in the general and/or extensive care of elderly, mentally, and physically incapacitated members in the Norfolk Veterans' Home under direct supervision of a Nurse Supervisor. REQUIREMENTS: Must be at least 18 years of age and completed an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of the Medication Aide course within first year of employment.

CNA/Med Aide #257-91900-3; \$10.12/hr*; Grand Island Veterans Home. On-going vacancies on various shifts. Provide quality care for each member to maintain quality of life. Maintain dignity and confidentiality of members. Perform routine nursing duties in the general care of elderly members in the Veterans Home. Prepare, administer and document oral and topical medications and treatments. REQUIREMENTS: Must be at least 18 years of age and completed an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of the Medication Aide course within first year of employment. Pre-employment background check and drug screening is required.

* Plus applicable shift differential; *** Salary commensurate with qualifications and experience or additional salary based on experience.

Developmental Technician II #256-04031-4; \$11.45/hr; Beatrice State Developmental Center. Provide fundamental nursing care for persons served related to personal hygiene, grooming, meals, and dressing. Provide behavioral training following written plans. Provide medications and treatments according to plan of care for persons served. Establish and maintain a safe, clean working environment. REQUIREMENTS: Must be at least 18 years of age and able to communicate effectively. Must successfully complete Basic Support within 120 days and Facilitated Learning training within six months of employment. Must also attain/maintain 40-Hour Medication Aide status. Must be able to successfully utilize proper body mechanics for heavy lifting. Dependability and a positive working relationship in a team setting a must. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

Activity Assistant #255-11366-1; \$12.59/hr; Lincoln Regional Center. The Lincoln Regional Center, a Joint Commission accredited state psychiatric hospital, is accepting applications for the fulltime permanent position of Activity Assistant. Incumbent will provide vocational rehabilitation services to patients. REQUIREMENTS: Some experience working with adults with severe and persistent mental illness. Experience in psychiatric rehabilitation preferred. **CLOSING DATE: 2/12/10.**

Developmental Technician Shift Supervisor #256-05470-2; \$13.16/hr; Beatrice State Developmental Center. Schedule to be worked: First and second shifts only, Rotating weekends and week days off. Applications previously received for this position are still being considered. Within Neighborhood Services and under the supervision of a Home Manager, provides direct supervision, support, coaching, and mentoring to Developmental Technicians. Duties include: participate in hiring; assign work; recommend and issue disciplinary actions including suspensions and terminations; provide on-the-job training and regular performance feedback and evaluation; and prepare and conduct performance evaluations. Participate in the preparation of staffing schedules and ensuring well trained staffs are scheduled and available for each shift. Be role model to Developmental Technicians when interacting with clients and when providing for each shift. Notify appropriate personnel of problems related to resource allocation or the physical living environment. NOTE: Eligible for both shift differential and overtime pay. REQUIREMENTS: Successful experience as a direct support professional providing support to individuals with developmental disabilities. Prior supervisory experience preferred.

Developmental Disabilities Surveyor Consultant #252-55782-1; \$18.36/hr; Lincoln. Six positions. Previously listed with a closing date of 8/21/09. Applicants who applied at that time must reapply to be considered. Conduct surveys or inspections of community-based developmental disability providers and intermediate care facilities for the developmentally disabled to determine compliance with licensure and federal regulations and statutes; investigate complaints; and provide consultative services and in-service staff training on meeting the needs of persons with developmental disabilities. Examples of service areas evaluated are: abuse/neglect, habilitation/active treatment, protection of rights, health and safety. REQUIREMENTS: Must be able to meet requirements to be a Qualified Mental Retardation Professional (QMRP). Bachelors degree in a human service field or a licensed RN plus experience providing habilitation/active treatment directly to individuals with developmental disabilities. Prefer Bachelors degree in special education and psychology. Will consider social work, counseling, human development, or other closely related areas. Experience in community-based developmental disability providers preferred. Knowledge and experience of current acceptable standards of practices in the field and applicable state/federal regulations and state statutes. Must be able to: conduct investigations, collect appropriate evidence, analyze information, and formulate accurate conclusions. Require strong skills in the following: communication and writing skills, interview skills, organizational skills, basic computer skills and proficient in keyboarding in order to complete workload in accordance with established timeframes. Also must be dependable, responsible, self motivated and work effectively as a team member. Require at times day/overnight travel and may work irregular hours to accomplish assigned workload. Must have valid driver's license or the ability to provide independent authorized transportation. The office for this position is located in Lincoln. (Your application must specifically address how your background meets these requirements and how you are qualified for this position.) **CLOSING DATE: 2/16/10.**

Community Health Nurse III #252-29018-1; \$19.46/hr *; Lincoln.** Provide case management activities for clients found to have abnormal screening results for breast, cervical, and colorectal cancer; cardiovascular disease and diabetes to ensure timely diagnosis and treatment. Perform chart audits, data entry and review of medical reports. REQUIREMENTS: Registered Nurse with valid Nebraska nursing license. Familiarity with medical systems and case management required. Excellent communication skills required. Experience working with clients and providers on a daily basis strongly preferred. Valid driver's license or ability to provide independent authorized transportation. Some travel required. Experience with patient education in the areas of breast and cervical cancer, colorectal cancer, and cardiovascular disease beneficial. Knowledge and understanding of public health systems and programs helpful. Bilingual skills in English and Spanish preferred. **CLOSING DATE: 2/8/10.**

Nursing Services Surveyor Consultant #252-55738R-1; \$19.77/hr *; Lincoln. HOURS: Monday-Friday, 8:00 a.m. -5:00 p.m.** Previously posted with a closing date of 10/13/09, previous applicants are still being considered and need not reapply. Surveys/inspects health care facilities for conformance with State and federal regulations; provides education to providers of health care facilities to ensure health care needs of residents/patients are being met. Primary survey responsibilities are in both federal certification and State licensure programs for long term care facilities. REQUIREMENTS: Current Nebraska Registered Nursing license or eligibility for the same. Must have coursework/training in professional nursing and experience in geriatrics/long-term care, nursing administration, teaching or surveying health care facilities. Desire knowledge of interviewing and counseling techniques; the principles of public health and medical care facility equipment, construction and safety. Frequent day/overnight travel. May work irregular hours to accomplish surveys. Valid driver's license or ability to provide independent authorized transportation.

Nursing Director #257-18125; Salary Open; Scottsbluff, Western Nebraska Veterans' Home. HOURS: 8:00 a.m. - 4:30 p.m. Administrative nursing work managing nursing services for State Veterans Home. Manage the administration of delivery systems for nursing care/treatment services and ensure such services follow governing accreditation standards and regulations. Manage a large professional and paraprofessional staff through nursing supervisors. Provide nursing care in accordance with institutional certification, accreditation or licensing standards/regulations. Promulgate nursing service policies and procedures in conjunction with other administrative staff and departments. Interview, hire, train, evaluate and assign nursing service supervisors. Direct the administration of facility quality assurance and infection control programs. Act as representative of nursing services at administrative and professional staff meetings. Assist the facility budget officer in preparation of budget for nursing services. Coordinate activities of the facility nursing department with other departments and management of employees. Perform nursing tasks as needed. REQUIREMENTS: Graduate from an accredited school of nursing as an RN plus five years of administrative/supervisory experience. Incumbent must be licensed in good standing to practice nursing in Nebraska. Basic computer skills required. Must be dependable, self-motivated and possess a positive working relationship in a team environment.

Physician Assistant/Nurse Practitioner - Psychiatric #46-96025-2; Salary Open; Lincoln. Previously listed with a closing date of 1/22/10. Applicants who previously applied must re-apply. The Nebraska Department of Correctional Services is seeking to hire a full time Physician Assistant or Nurse Practitioner to provide psychiatric services to an adult correctional population. May also provide primary care services as time allows. The position is based in Lincoln, Nebraska, but will also provide services at the York facility on a regular basis. The person will be joining a staff of three Physicians, two Psychiatrists, four Physician Assistants, two Nurse Practitioners, and other health care professionals. REQUIREMENTS: Certification and current license as a Physician Assistant or Nurse Practitioner in the State of Nebraska. Psychiatric specialization/training or clinical experience working with psychiatric patients. In addition to the employment application, applicants are required to submit a resume which describes relevant experiences to the core job duties as well as the desired requirements. DESIRED: Three years experience as a Physician Assistant or Nurse Practitioner within a clinical setting or equivalent experience. Experience as a Physician Assistant or Nurse Practitioner in a correctional or institutional setting. Current CPR/ALCS certification. Applicants accepting a job offer must pass the following pre-employment exams in this order: medical exam, and at a randomly announced time, pass a drug test. Once at the Staff Training Academy, must successfully complete the fully paid NE Corrections Training Program. For more information call 402.335.5998 or 1.888.769.2359. For ADA accommodations call 1.888.769.2359.

Occupational Therapist #256-05224; Salary Open; Beatrice State Developmental Center. HOURS: 8:00 a.m.-4:30 pm, Monday-Friday, additional hours as required to meet needs of the facility. Provide occupational therapy services to individuals with developmental disabilities and mental illness. Conduct comprehensive assessments, formulate treatment plans, and provide treatment. Participate in the interdisciplinary team meetings. Construct orthotics and adaptive equipment. Provide training in occupational therapy related programs and attend orthopedic and wheelchair clinics. REQUIREMENTS: Graduation from an accredited school of occupational therapy. Licensed or license eligible as an Occupational Therapist in the State of Nebraska.

Dental Health Coordinator #252-48251; \$20.83/hr; Lincoln. The Nebraska Department of Health and Human Services is seeking a Dental Health Coordinator for the Oral Health Access for Young Children Program within the Office of Oral Health and Dentistry. Responsible for implementation of \$500,000 federal oral health grant; facilitation of advisory panel, strategic planning and program evaluation; creation of sub award process; monitoring of sub awards; and reporting of expenditures and program progress to state and federal level authorities. REQUIREMENTS: Bachelors degree in health education, public health or similar field or certificate/diploma in dental health profession. Prefer: Candidates with experience in community or public health and or dental health services. Education and or experience may include application of population-based public health principles/practices; develop or evaluate public health programs; assess community health needs; write or design educational materials and presentations; plan and facilitate group sessions; and grant writing. Must have strong communication skills. Limited overnight travel. Valid driver's license or ability to provide independent authorized transportation.

Psychologist #256-04015; Salary Negotiable; Lincoln. The Developmental Disabilities Division seeks a Clinical Psychologist to conduct assessments/evaluations; provide related technical assistance to management and staff responsible for provision of direct services for individuals with developmental disabilities within Nebraska. The division's Community Based Services section administers residential, habilitative and consultative services. Areas of responsibility on a statewide basis for this position include the following: information, assessment and consultation; technical assistance; and generate appropriate reports. Provide consultation regarding program development, assessment, diagnosis, services, and evaluation of interventions. Communicate with internal and external partners (individually and in groups); present information and facilitate group discussion/problem-solving; interpret applicable state/federal laws and directives related to DD; as well as provide technical assistance in person or by phone. REQUIREMENTS: Doctorate degree in psychology and licensed as a psychologist in the State of Nebraska. Must have excellent communication skills and be able to apply collaborative/facilitative approaches to gain input for problem solving, consensus building and service team development. Applicants need to have the ability to travel and work occasional flexible schedules in order to accommodate meetings and site visits, which may include overnight stays in Nebraska communities. The successful candidate will demonstrate experience in providing services to persons with a mental health diagnosis. Preference will be given to candidates with experience in working with individuals receiving developmental disabilities services. Candidates eligible for licensure or provisional psychologist may be considered.

Explore nursing opportunities with Nebraska Health and Human Services System -- Nurses provide and oversee the delivery of nursing care to mentally or physically ill, developmentally disabled, adult chemically dependent, psychiatric, and geriatric members. REQUIRES Graduation from an accredited school of nursing and a valid RN or LPN license.	
RN \$18.53/hr *	LPN \$13.88/hr *
Bellevue Eastern Nebraska Veterans' Home <ul style="list-style-type: none"> #257-13456-2; Varied Shifts. #257-13466-2; PRN on-call pool; temporary, part-time. Grand Island Veterans' Home <ul style="list-style-type: none"> #257-07062-1. Part time; 2nd WW 3rd shift; days off TBD. #257-91901-1, various shifts available. Lincoln Regional Center <ul style="list-style-type: none"> #255-25560-1, Day and evening shifts available. #255-25562-1, on-call, temporary full-time and part-time positions available. 	Bellevue Eastern Nebraska Veterans' Home <ul style="list-style-type: none"> #257-13459-2 #257-13480-2; PRN POOL, On-Call Temporary Part-time. (wage difference of \$17.08/hr) Grand Island Veterans' Home <ul style="list-style-type: none"> #257-07218-2; Part-time; 3rd Phillips eight hours TBD days off. #257-91902-2; full- and part-time with various shifts available. Norfolk Veterans' Home <ul style="list-style-type: none"> #257-15540-5; Part time. HOURS: 6:00 a.m. – 2:30 p.m. #257-15543-2; Part time. HOURS: 10:00 p.m. – 6:30 a.m. #257-19998; varied shifts available.

Explore nursing opportunities with Nebraska Department of Corrections -- If you want to make a difference and are committed to quality care, consider a career in Corrections. Day and evening shifts and some weekends with shift differential (flexible schedules available). Clinical setting with a limited caseload. 100% tuition reimbursement available for career advancement; competitive medical and retirement package plus 12 paid holidays. **REQUIREMENTS:** Graduation from an accredited school of nursing and a current NE nursing license without limitations. Must be able to lift up to 50 lbs. with assistance. Will complete four to eight weeks of on-the-job training. Applicants accepting a job offer must pass the following pre-employment exams in this order: minimum physical standard screen, then a medical exam, and at a randomly announced time, a drug test. Once at the Staff Training Academy, must successfully complete the fully paid NE Corrections Training Program.

RN \$18.53/hr *	LPN \$13.88/hr *
There are no vacancies in this category this week; please check again next week.	There are no vacancies in this category this week; please check again next week.

PARA-PROFESSIONAL

www.das.state.ne.us/personnel/nejobs/para.htm

Check this website for any changes that may be made to the list of openings.

Communications Specialist I (Dispatcher) #64-75802; \$13.34/hr; Scottsbluff. HOURS: 6:00 a.m. - 4:00 p.m. (Sun, Mon, Tues off). **This position may involve working days, evenings and nights along with weekends, and holidays as needed for 24-hour coverage.** Operate base station two-way radio to communicate with and dispatch law enforcement personnel, operate computer terminals, teletype, fax machine, and other communications equipment, answer incoming telephone calls to receive and disseminate information, provide information on procedures to State and National Teletype Systems for other law enforcement agencies. **REQUIREMENTS:** Applicant must be able to communicate both verbally and in writing, able to discern different levels of sound (telephones ringing, alert tones, etc.) and for listening to phone conversations or hearing the radio over other noise in the communication center, ability to make rapid independent decisions while multi-tasking and to withstand workload pressures, possess good vision in order to perform the task of reading and relaying teletype messages, tracking officers on computer displays, monitoring access to communications room on television monitor, etc. Experience or training with computer keyboarding desirable, knowledge of Nebraska geography and radio procedures desirable. Experience working as a communications dispatcher preferred, but not required. Successful candidate must be able to maintain positive working relationships while performing duties in close proximity to co-workers. Interview and skills assessment of computer-related abilities. Applicants must successfully complete an extensive background screening prior to being employed, which may include completion of a Personal History Questionnaire. Felony convictions, certain misdemeanor convictions, a history of criminal activity, or maintaining associations with known criminals may result in applicants being eliminated from consideration for appointment. **CLOSING DATE: 2/19/10.**

PROFESSIONAL

www.das.state.ne.us/personnel/nejobs/pro.htm

Check this website for any changes that may be made to the list of openings.

ADMINISTRATIVE/MANAGEMENT/PUBLIC RELATIONS

Relief Driver License Examiner #24-00160-4; \$12.70/hr; Grand Island. Provide relief primarily to the following Nebraska counties: York, Seward, Hamilton, Butler, Hall, Platte, Colfax, Madison, Stanton, Boone, Dakota, Wayne, Thurston, Dixon, Cuming, Pierce, Holt, Antelope, Cedar, Knox, Nance, Polk, Howard, Greeley, Wheeler, and Merrick. **Overnight travel is likely 25% of time with a state vehicle provided. The workday begins and ends in Grand Island. The potential does exist, on rare occasions, that travel may be necessary to any Nebraska county.** Administer vision, knowledge, and drive tests for driver license applicants. Drive tests are administered in all kinds of weather to applicants with varying degrees of driving experience. Review and make decisions regarding proper identification and address verification documents for driver's license, State ID Cards, and driving permits, and authorize issuance of such. Operate computer to verify applicant information. Telephone contact answering questions relating to driver examining. **REQUIREMENTS:** Excellent driving record essential. Effective communication skills. Prior experience dealing with the public. Ability to function effectively under pressure and in emergency driving situations. Knowledge of basic physical, medical, and mental conditions as they relate to an individual's driving ability. Ability to administer drive tests in all kinds of weather. Valid driver's license or able to provide independent authorized transportation. Must be able to lift 50 pounds. Must be able to step up into a tractor-trailer cab. Must be of good, moral character. Successful completion of state-approved defensive driving course within six months of employment as Driver License Examiner. Dependability is of the utmost importance, as this individual will work as part of a team. Complete employment history must be on employment application. Explanation for gaps on application must be submitted with application or applicant will not be considered for position. Individuals who accept employment with the Department of Motor Vehicles are subject to a background check. Employment shall be contingent upon the results of the background check. 5,000 keystrokes per hour data entry with 95% accuracy. Data entry test can be completed at a local Workforce Development Office or State Personnel. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE AND ALPHA/NUMERIC DATA ENTRY TEST ON OR BEFORE CLOSING DATE: 2/19/10.**

Public Information Officer I #68-11114R; \$14.53/hr; Lincoln. Duties include: develop and implement the agency's statewide communicational platform, including MAC's outreach program; develop, write and design the Commission's quarterly newsletter, manage the agency's TV Channel (Diversity TV), compose and distribute news releases, author and design the agency's website, coordinate and represent the Commission at various public events hosted or sponsored by the Commission; draft position statements, papers, and legislative testimony on the Commission's position regarding issues that affect Nebraska's Hispanic/Latino population; develop and maintain the agency's database of over 6,000 contacts for the newsletter and events distribution; coordinate with printshop for printing and mailing; and maintain email address book contacts for receiving updates; provide State government services to the Mexican American Commission and indirect support to other State agencies; responsible for implementing the agency's interpretation/translation program directed to serve partnering states in the area of language access to LEP (limited English proficiency) individuals. Implement the agency's statewide communications/media platform as well as its multi-agency outreach program. Empowered to carry out the duties of the Executive Director in the event of an emergency. **REQUIREMENTS: Oral and written fluency in both English and Spanish is required.** Bachelors degree in media communications, journalism, or related field. Strong computer skills to include experience with the following applications: InDesign, DreamWeaver, Photoshop, Word, PowerPoint, Excel, Access, Outlook Express or related email systems; must be able to communicate effectively and have knowledge and understanding of the issues facing Hispanics/Latinos in Nebraska. Valid driver's license or ability to provide independent transportation. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

* Plus applicable shift differential; *** Salary commensurate with qualifications and experience or additional salary based on experience.
If no closing date is listed, position remains OPEN for application.

Administrative Assistant II #65-49115; \$2707/mo; Lincoln. HOURS: 8:00 a.m. - 5:00 p.m., Monday – Friday. Lead major projects; research and provide information of a confidential nature to high level government contacts, sometimes on a very short notice; respond to inquiries from the governor's office, legislature, agency directors, media and others. Oversee strategic planning for the State Building Division; conduct research, document and present findings. Provide administrative support to the State Building Division Administrator, to include authoring correspondence on behalf of the Administrator; managing the Administrator's calendar; screening incoming calls and visitors. Work with State Building Administrator in review/revision of policies and procedures, rules and regulations. Manage/coordinate, monitor, and provide analysis of financial activities. Create and maintain databases; compile data, compose narrative reports for the division. REQUIREMENTS: Associates degree in related field preferred. Three years experience in office support with increasing responsibilities; experience with developing/implementing office support methods and procedures. Experience with managing calendar, scheduling meetings and taking minutes. Knowledge of governing rules, state statutes, and strategic planning processes preferred. Experience with MS Word and Excel. Nebraska Information System experience helpful. Excellent communication skills. Good organizational skills, ability to coordinate activities and maintain confidentiality, self-motivated and customer service oriented. **CLOSING DATE: 2/8/10.**

Administrative Assistant II #31-45139-2; \$15.62/hr; Lincoln. Under general supervision of the Military Business Officer and/or the Contract Specialist, prepares, evaluates and processes semi-complex contract agreements for the Military Department on construction and rehabilitation projects requiring in-house or architect/engineering services; prepares bidding documents and contracts in accordance with State and federal statutes, policies, and procedures. Prepares projects and bidding documents; advertisements and public notices; prepares invitations for bid, bid form, requests for proposal and requests for price quotes; maintains standard project checklists and files; reviews and checks specifications and/or plans to ascertain information used in preparing the boilerplate and bidding documents for the project. Reviews data for inclusion in the bidding documents and contracts including pertinent and special provisions, general conditions, special conditions and agreements. Assists in coordinating and conducting pre-bid conferences and pre-construction conferences, and on-site visits with the contractor representatives, architects, civil engineers, project managers, and other parties in bidding out and contracting construction and service contracts. Receives and safeguards all bids, assists in scheduling bid openings, and records bid results; assists in evaluating bids and considers factors such as responsiveness, ability of bidders to perform as required, compliance with specifications and other terms and conditions; recommends rejections of non-responsive bids; and prepares justification for review of sole source bid procurement; and makes recommendation to supervisor. Prepares contract/service documents, issues notice to proceed letters and other pre-award and post-award requirements. REQUIREMENTS: Degree in business management, business administration or related field plus two or more years experience with contracts related to construction and/or service delivery. Computer experience is required with specific experience in working with MS Outlook, Word and Excel, and shared drive storage device experience on a network is desirable. In addition, formal training and experience working with the Nebraska Information System (NIS) is experience desired. Experience in accounting, finance and/or contracting is highly desirable. Knowledge of federal and State statutes, Department of Defense regulations and directives, State regulations and policies governing procurement of contractual services; architecture, engineering and construction methods, procedures, technology and practices including commercial subcontracting, and procurement of materials or services; legal and departmental contracting requirements, American Institute of Architects (AIA) contract documents, accounting systems and methods is desirable. Practical experience with local, state, and international building codes/regulations is desirable. **CLOSING DATE: 2/12/10.**

Crime Analyst - Internet Crimes Against Children (ICAC) #64-17850; \$16.52/hr; Lincoln. Grant-funded. HOURS: 8:30 a.m. - 5:00 p.m. Conduct extensive intelligence research and strategic analysis; analyze current intelligence to identify gaps, and subsequent intelligence collected from open, covert, electronic, and satellite sources; screen all-source intelligence reporting. Provide case support for all officers and divisions. Prepare assessments of current events based on collection, research, and analysis of information; research intelligence data and reports, developing linkage diagrams, draft and present briefings, and maintain databases. Disseminate information/products according to policy and procedure and process incoming reports. Determine importance, significance, and reliability of incoming information. Provide enhanced services to state and local agencies. Maintain manuals and automated systems for storage and retrieval of crime information; develop and maintain effective liaison with local, state, and federal law enforcement agencies to exchange crime information. Crime Analyst will be the primary point of contact for NCMEC Cyber Tips and Internet Fraud Complaint Center (IFCC) fraud complaints. Assist lab personnel with evidence management, as well as being responsible for record keeping and reporting for the ICAC grants. Employee must be prepared to travel in this position and assist commander with conducting meetings. Employee will become instructor certified and be responsible for presenting training to: (i.e., new recruits, other law enforcement agencies, in-service, etc.) REQUIREMENTS: A four year degree in criminal justice, business, or related field is desirable but not essential. Commensurate experience needed to be considered - should include no less than two years of previous research/analysis/intelligence-oriented experience with less than a two year degree. This experience can come from the public, private or military sector. The experience can be documented through job descriptions and/or examples of work products. Appropriate college degree areas include those with research and writing components, including social sciences, English, journalism, and criminal justice. A working knowledge or training of PC's including MS Excel, Word, Power Point, and Access, and scanners is required. Experience in the analysis of information, ability to develop and present training material is preferred. A background in grant management is helpful. Applicants must successfully complete an extensive background screening prior to being employed, which may include completion of a Personal History Questionnaire. Felony convictions, certain misdemeanor convictions, a history of criminal activity, or maintaining associations with known criminals may result in applicants being eliminated from consideration for appointment. **CLOSING DATE: 2/19/10.**

Unemployment Insurance Trust Fund Supervisor #23-40922-2; \$3494/mo; Lincoln. Supervises staff in the preparation of deposits to the clearing account of tax remittances received from employers. Posts deposits in cash receipts ledger. Analyzes daily ledger balances of clearing and benefit accounts. Transfer surplus funds to U.S. Treasury for credit to the Nebraska Trust Fund. Requests funds needed to augment benefit account from the U.S. Treasury as withdrawals from the Nebraska Trust Fund. Prepares letters of credit requesting federal funds to meet the Daily Benefit payroll of special federal programs. Reconciles all bank accounts on a regular basis. Makes monthly closing entries for each program and fund ledger code as required for cost accounting reports. Prepares monthly and quarterly reports required by the federal government. Charges and bills other states on combined wage claims where Nebraska has been the paying state, pays other states for benefits paid by them in Nebraska wages. REQUIREMENTS: Bachelors degree with emphasis in accounting, finance or banking. At least three years accounting, finance or banking experience required. **CLOSING DATE: 2/8/10.**

Unemployment Insurance Program Supervisor - Claims Specialist Unit #23-34902; \$3465/mo; Lincoln. Under the direction of the Benefits Administrator, assist in the planning and coordination of unemployment insurance programs and operations delivered in the Nebraska Claims Center structure. Supervises and evaluated the work performance of assignees, claims specialist team, and supervise subordinate team supervisors/program resource specialist. Furnishes technical/supervisory support to the UI Benefits Administrator in the formulation, implementation and maintenance of system related and functional procedures. In coordination of associated program supervisors, review, update, UI procedure and adjudication manuals and assist in the development of training programs and materials. Conduct ongoing quality reviews both in claims specialist and adjudication areas. participate in non-monetary quality review under the benefit quality and timeliness quality review program (BTQ). Monitor unemployment insurance benefit programs through various computer generated reports. REQUIREMENTS: Post high school education with an emphasis in any one of the following areas: business or public administration, or social/behavioral sciences and minimum four years professional level experience in unemployment insurance programs required. Knowledge of: the rules, policies, guidelines, systems, operating procedures pertinent to unemployment compensation services in Nebraska. Ability to: supervise staff and subordinates; administer delivery of unemployment compensation program services; analyze management, administrative and technical problems; make decisions. Knowledge of: State and federal unemployment compensation laws; principles and practices of personnel management; the applications of computer systems; current economic conditions within Nebraska. Ability to: interact with diverse groups and individuals to exchange information; interpret regulations and procedures regarding unemployment compensation; communicate effectively; cope with frustrating situations on a continuing basis. Interview: Applicants will be screened for possession of these through written, oral, performance and/or other evaluations. For ADA accommodations call 1.402.471.9855. **CLOSING DATE: 2/8/10.**

Unemployment Insurance Program Supervisor - Claims Adjudication Unit #23-34903; \$3465/mo; Lincoln. Under the direction of the Benefits Administrator, assist in the planning, and coordination of unemployment insurance programs and operations delivered in the Nebraska claims center structure. Supervises and evaluates the work performance of assignees - claim specialist team, and supervise subordinate team supervisors / program resource specialist. Furnishes technical/supervisory support to the UI Benefits Administrator in the formulation, implementation, and maintenance of system related and functional procedures. In coordination of associated program supervisors , review, update, UI procedure and adjudication manuals and assist in the development of training programs and materials. Conduct ongoing quality reviews both in claims specialist and adjudication areas. Participate in non-monetary quality review under the benefit quality and timeliness quality review program (BTQ). Monitors unemployment insurance benefit programs through various computer generated reports. REQUIREMENTS: Post high school education with an emphasis in any one of the following areas: business or public administration, or social/behavioral sciences and minimum four years professional level experience in unemployment insurance programs required. Knowledge of: the rules, policies, guidelines, systems, operating procedures pertinent to unemployment compensation services in Nebraska. Ability to: supervise staff and subordinates; administer delivery of unemployment compensation program services; analyze management, administrative and technical problems; make decisions. Knowledge of: State and federal unemployment compensation laws; principles and practices of personnel management; the applications of computer systems; current economic conditions within Nebraska. Ability to: interact with diverse groups and individuals to exchange information; interpret regulations and procedures regarding unemployment compensation; communicate effectively; cope with frustrating situations on a continuing basis. Interview: Applicants will be screened for possession of these through written, oral, performance and/or other evaluations. For ADA accommodations call 1.402.471.9855. **CLOSING DATE: 2/8/10.**

State Aid Director #13-50005; \$46,020 - \$56,953/yr *; Lincoln.** Administer the provisions of the Tax Equity and Educational Opportunities Support Act (State Aid to school districts), Educational Service Units Core Services Funds (State Aid to ESUs) and 92 NAC 8 (Rule 8). Review state statutes to assure compliance; Work with information technology staff to update calculations to reflect the statutory provisions of the Act. Work with team members to develop and/or modify data collection instruments to obtain the information required to make the State Aid calculation. With the assistance of team members, review data collected for accuracy and work with school districts to resolve any data issues. Verify State Aid Calculations by reviewing the data used to make the calculations. Prepares all necessary documentation to disburse funds including State Aid, ESU Core Services and State Apportionment payments. Ensure that the payments are made on the dates as prescribed in statute. Maintain records and documentation supporting payments and the withholding of payments. Prepare reports to reflect the calculation and distribution of State Aid including certification documents for State Aid to schools and ESUs. Prepare summary information identifying key changes to the State Aid formula. Update 92 NAC 8 (Rule 8) as needed for the administration of the program. Respond to internal and external requests for information/models on State Aid (including potential impacts of proposed changes to the State Aid formula) and other programs related to school finance. Make informational and educational presentations related to State Aid and other school finance issues. Respond to questions regarding State Aid funds provided to school districts and ESUs. Lead the Enrollment Option program by providing information and guidance to school district personnel and parents regarding all the provisions of the program. Provide technical assistance to school districts regarding budgeting, completion of data collection instruments and general school finance issues. Analyze and prepare fiscal notes on legislative bills dealing with school finance issues In conjunction with other team members. REQUIREMENTS: Bachelors degree in business administration with an emphasis in accounting, finance or other fields related to school finance, and four years of job-related experience. Strong communication and analytical skills, and reading comprehension abilities. Ability to work in a team environment. Prefer: Masters degree in a related area and/or Certified Public Accountant certification (CPA); knowledge about the funding and organization of Nebraska school districts; computer experience using software applications, including, word processing (Word), spreadsheet (Excel) and database management; financial auditing experience with a thorough understanding/knowledge of auditing techniques; supervisory experience. Perform other activities related to school finance as assigned by supervisor. Successful candidate must pass a background screen. **REQUIRES RESUME AND COVER LETTER SPECIFYING HOW THE REQUESTED QUALIFICATIONS ARE MET ON OR BEFORE CLOSING DATE: 2/8/10.**

Community Health Educator III #252-29017; \$20.86/hr; Lincoln. Coordinate the lifestyle intervention segment of the Nebraska WISEWOMAN Program. Plan, develop, and implement activities aimed at cardiovascular disease risk-reduction through behavior and lifestyle modifications. Areas of emphasis include but are not limited to increasing physical activity, improving nutrition and tobacco cessation. Collaborate with both internal and external partners to develop materials, messages and strategies to reach intended audience; primarily women between the ages of 40 to 64. Propose grant activities, related budgets and justifications; monitor accordingly. Review and monitor data to assure goals and objectives are being met. Seeking highly motivated individual who enjoys challenges and teamwork. REQUIREMENTS: Bachelors degree in public health, public administration, community outreach, health care or related fields required. Excellent communication skills required. Self-motivated and self-directed; organizational, public relations and word processing skills required. Prefer experience with client centered education programs, public health, or health care. Overnight travel and valid driver's license or ability to provide independent authorized transportation required. **CLOSING DATE: 2/8/10.**

Executive Director - Mexican-American Commission #68-00001; Salary Open; Lincoln. Duties include: The Executive Director insures compliance with the Commission's legislative mandated functions; is responsible for all phases of the Commission's operation including the employment and supervision of Commission staff which involves coordinating and implementing the annual agency goals and objectives as determined and directed by the Board. The Director represents the Commission in the public, private and not-for-profit sector; is responsible for the submission of reports and applicable information to Commission members for review and approval. The Director will maintain a working relationship with the Governor and Legislature on Commission activities and presenting the issues facing the State's Hispanic/Latino population and is responsible for providing input in the development of legislation and testifying before the Legislature. The Director serves as advisor to the Commission and is responsible for networking and developing partnerships with State and local agencies serving the Hispanic/Latino population. The Director is responsible for crafting and administering the Commission budget. The Director is responsible for supervising the Commission's media and outreach agenda. He/she shall adhere to all policies and procedures as set by the Commission. The Director shall interpret the various provisions of federal law and state statutes as they relate to the Commission's agenda. Other responsibilities as directed by the Commission. **REQUIREMENTS: Oral and written fluency in both English and Spanish is required.** Bachelors degree in education, human services, public administration, social work or a related field. Masters degree preferred. Minimum of two years supervisory or management experience, plus a minimum of one year budget management experience. Must have strong computer skills with emphasis in the following applications: Word, PowerPoint, Excel, Access, Outlook Express or related email systems. Must be able to communicate effectively and have knowledge and understanding of the issues facing Hispanics/Latinos in Nebraska. Must have a valid driver's license or ability to provide independent transportation. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

COMPUTER/DATA PROCESSING/ELECTRONICS

IT Applications Developer/Grants Designer #13-49021; \$40,273- \$40,978/yr *; Lincoln.** IT support (primary) - In conformance to published NDE Data Center standards, provides the following IT support: Perform system analysis including problem definition, solution development, and evaluation. Plan, develop, test and document computer programs that support the grant management system. Work with users to guide the implementation of new or corrected system functionality and reporting. Work with other application developers and NDE Data Center staff in the development of system solutions. Grants designer support (secondary) - Works with the lead grant designer to: Develop graphic user interface and reporting forms using a proprietary design tool similar to the Visual Basic interface. The grants management system is a web-based system of interactive data collections and financial reimbursement. Provide support and technical assistance for internal and external users of the system including training and presentations. Maintain documentation of all design decisions, processes, and procedures used in the production, testing and implementation of an application or report. Provide trouble shooting and error recognition in the development, implementation and maintenance processes. Work with the project manager to understand data requirements for applications and reports in order to develop new graphic interfaces. Other duties and responsibilities: Provide support for the NDE Help Desk. Provide technical assistance to grant applicants and NDE staff. Provide training internally and externally on grant application development, implementation and use of grants management system, as requested. **REQUIREMENTS:** Associates degree in a related area such as computer science, computer engineering, or management information systems. Lesser degrees may be considered with increasing years of experience as follows: Associates degree in an unrelated area plus two years of programming experience OR four years of programming experience. Prefer Bachelors degree in a related area plus two years of related experience. Knowledge and experience with Microsoft.NET, relational databases, SQL reporting services, web development, Visual Basic, government grants. Note: Successful candidate must pass a background screen. **REQUIRES RESUME AND COVER LETTER DESCRIBING HOW THE REQUIRED AND PREFERRED QUALIFICATIONS ARE MET AND CURRENT OR LAST ANNUAL SALARY ON OR BEFORE CLOSING DATE: 2/22/10.**

IT Applications Developer #84-76281-8; \$19.24/hr; Lincoln. Develop program code, assemble/compile code, debug and test, and prepare implementation/deployment plan for the application within the agency. Perform some agency business needs analysis and design functional and technical design (use cases) for the development of program code. Provide documentation and training to agency staff on agency applications. Monitor application usage to ensure consistency and accuracy within design guidelines and agency standards. Maintain an understanding of agency applications to ensure consistency in new designs. When necessary, maintain knowledge and understanding of EPA systems and information requirements and develop system modifications when necessary to meet those requirements. Perform system maintenance and updates as needed. **REQUIREMENTS:** Prefer experience in working successfully in an IBM AS/400 environment using RPG or RPG free form coding, complex SQL accessing a large complex application database, and DB2/400. Associates degree in computer information management or related field, or two years of documented course work or experience in systems analysis and design. Prefer two years of increasingly responsible current experience in system analysis and design. Prefer experience using an AS/400, PCs, and MS Office products. Prefer experience using Adobe Lifecycle software. Prefer strong communication, analysis, problem solving, and testing skills. Valid driver's license or ability to provide independent authorized transportation. Minimal travel. Ability to lift 25 pounds. Regular and reliable attendance. Candidates are requested to provide samples of design work during the interview process. **CLOSING DATE: 2/12/10.**

IT Business Systems Analyst Coordinator #27-00691-4; \$21.37/hr; Lincoln. Assist in the development, implementation, maintenance and support of both currently available and new technologies related to GEOPAK, such as automated quantities and Corridor Modeler. Support customers with all aspects of GEOPAK and support applications. This includes assisting in establishing and maintaining operation procedures and standards to improve customer service and provide customer support. Create and maintain GEOPAK Criteria files for the Department and ensure they are documented appropriately. Coordinate and communicate with both Nebraska Department of Roads construction personnel and construction contractors to ensure the supplied engineering data is both sufficient and compliant with industry standards. Interpret national and agency engineering procedures, standards, policies, and business practices and ensure integration of these within NDOR's engineering software. Assist in working with customers to determine the requirements for application development projects and additional software purchases. Assist in the teaching of training courses specific to GEOPAK and additional engineering applications to both department and consultant personnel. **REQUIREMENTS:** Minimum of three years using MicroStation and GEOPAK. Working knowledge of current roadway design and construction methods. Working knowledge of policies and standards related to roadway design. Skill in problem solving in a customer support environment. Must be able to work as a member of a technical project team established to achieve desired goals. Effective communication skills. Regular and reliable attendance is required. Prefer: Both roadway design and construction/field experience. Experience with teaching and mentoring others in the use of engineering software. Demonstrated ability to effectively develop solutions for improving and automating specific tasks and processes. Experience with Bentley System's Corridor Modeling design tools. Experience writing and maintaining GEOPAK Criteria files. Experience administrating MicroStation and GEOPAK. If unable to fill at the IT Business Systems Analyst/Coordinator level, will consider applicant's who qualify for the IT Business Systems Analyst level at a salary of \$20.04/hr. **CLOSING DATE: 2/22/10.**

Salary information modified--IT Infrastructure Analyst Senior #19-01591; \$4008/mo (Salary Negotiable); Lincoln. HOURS: 8:00 a.m. - 5:00 p.m. Monday - Friday. Provide advanced technical support of servers, workstations, monitors, printers and other local and remote network devices. Provide advanced technical support of Windows Operations Systems, MS Office Suites, Lotus Notes, Symantec Antivirus, VB-6, .NET, SQL and various encryption products. Perform problem solving related to network connectivity. Provide guidance to agency on licensing, network design and team productivity. Assist IT Administrator in assigning workload of two employees, recruitment, training, scheduling, and performance appraisals. REQUIREMENTS: Post secondary education in an IT related field of study and/or IT certification(s) preferred. Must have three years experience with MS operating systems and advanced technical support on a daily basis with server, work stations, monitors, printers, peripherals and local area network environments, including exposure to monitoring and analysis tools. Experience must be current within the last year. Two years experience supervising others in the design and development of technical solutions required. Experience in a lead capacity assigning/reviewing work, training, recruitment, and employee relations. Must be able to communicate technical issues effectively. Local and remote customer service skill required. Valid driver's license or ability to provide independent authorized transportation. Background check will be completed on final candidate. **CLOSING DATE: 2/19/10.**

IT Manager I #65-07253-1; \$5164/mo; Lincoln. HOURS: 8:00 a.m. - 5:00 p.m. Monday - Friday. This position will manage the IT systems of an agency under the administrative direction of the agency. This will include managing and directing all aspects of the agency's IT operation; development and implementation of policies, procedures and standards for the agency; function as the IT liaison with the Office of the CIO (OCIO); preparation of work plans to accomplish the IT projects of the agency to include allocation of all resources; supervise all IT staff of the agency including all personnel functions; recommend the incorporation of new technologies with the agency; enforce agency security policies; preparation and execution of the agency IT budget; preparation of the agency IT strategic plan and process; and coordination with all business aspects of the agency to assure that the technical needs of the agency are being addressed efficiently and effectively. This position will have supervisory responsibilities of an IT staff of approximately seven people and will report through the agency management structure. REQUIREMENTS: A minimum of two years postsecondary education in information management systems or related field, extensive technical and business related experience and experience in leading IT staff. Demonstrated experience managing medium to large projects - preference given to information technology projects. The successful candidate will need to possess skills in analytical thinking, coaching and developing staff, communicating with various technical skill levels as well as non-technical leadership, the ability to prioritize and plan work, as well as an ability to interpret and apply state and federal laws/standards as well as agency policies and procedures to all aspects of the information technology projects of the agency. A minimum of one year of management or supervisory experience in an Information Technology environment is preferred. Knowledge of agency business methods and communications; employee development through establishment of long and short term goals; applicable standards and procedures regarding systems development and documentation; agency business processes and functions; disaster recovery processes; labor contracts, personnel rules, regulations and policies applicable to supervision of staff. Ability to organize teams to meet skill needs and employee development opportunities; understand agency business needs and mission; apply analytical thinking; cope with pressure, stress, personal and work-related problems, etc.; coordinate work and activities of others; identify needs of and coach others; resolve conflict/negotiate with others. Skills in active listening; comprehension and expression; critical thinking; deductive reasoning; initiative; innovation; judgment and decision making; making decisions and solving problems; organizing, planning and prioritizing; performing administrative tasks; persuasion; providing consultation and advice to others; solution appraisal; system evaluation; time management. If a suitable candidate is not found at the Manager I level, position maybe underfilled as an IT Supervisor for up to one year. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 2/16/10.**

Telecommunication Systems Engineer #65-07016-5; \$3670-\$5236/mo *; Lincoln. HOURS: 8:00 a.m. - 5:00 p.m.** Duties will include call routing, security, capacity planning, change management, and operational support of the voice and data infrastructure. Troubleshoot networks performance issues, create and maintain a disaster recovery plan. At times this position will require the physical installation, removal or troubleshooting of equipment. This position will oversee the management, monitoring, and performance of the VOIP/Nortel CS1000 PBX network and associated equipment. Monitor and maintain system connectivity to the PSTN to include lines, trunks, and digital circuits. Assist with the design and implementation of endpoint connectivity at various locations throughout the State. Develop and maintain documentation for equipment, networks, and procedures. Manage the collection and distribution of daily call detail records from various sites around the State. REQUIREMENTS: Minimum two years of experience performing the analysis, maintenance and configuration of network/PBX equipment and preparing related technical recommendations required. Associate degree or similar two-year technical degree in computer engineering/science, communications/electronic equipment, or related discipline of study preferred. VOIP experience preferred. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

CORRECTIONS/SECURITY/INVESTIGATION

Correctional Officer #46-G021031; \$13.86/hr; Tecumseh. FUTURE OPENINGS. Do you want to make a difference? Join our innovative agency that is seeking key individuals to serve and protect the public by providing control, humane care and habilitation services for inmates. REQUIREMENTS: At least 18 years of age; high school education or equivalent; valid driver's license; successful completion of examination and screening process; ability to work under stress. No domestic abuse-related convictions will be accepted. Must be able to work a shift assignment including weekends and holidays. Applicants accepting a job offer must pass the following pre-employment exams in this order: minimum physical standard screen, then the medical exam, and at a randomly announced time, pass a drug test. Once at the Staff Training Academy, must successfully complete the fully paid NE Corrections Training Program to include CPR, first aid, firearms, and self-defense tactics. Bilingual skills in English and Spanish desired and assessed. Competitive salary plus benefits including medical, dental, life insurance, retirement, tuition assistance, paid vacations/holidays. The exam and on-site interviews (for applicants passing the exam) will be conducted accordingly: The second Saturday of every month at 9:00 a.m. at Tecumseh State Correctional Institution, Tecumseh, NE. Applicants will be taken on a first come first served basis. Late arrivals will not be accepted. Please bring your driver's license with you and wear appropriate business attire (shorts and tank tops will not be allowed). For more information call 402.335.5998 or 1.888.769.2359. For ADA accommodations call 1.888.769.2359.

COUNSELING/MENTAL HEALTH/SERVICE DELIVERY

Adolescent Psychiatric Technician II #255-25561-5; \$11.25/hr*; Lincoln Regional Center. Full time or part time, on call to full time. Revised requirements. The Lincoln Regional Center, a Joint Commission accredited state psychiatric hospital, is accepting applications for permanent full-time positions for the following shift assignments: 6:45 a.m.-3:15 p.m.; 2:45 p.m.-11:15 p.m.; and 11:00 p.m.-7:00 a.m. On call/temporary employment will be considered. Incumbents are responsible to assure the safety of the youths, provide for the youths' physical needs and comfort and assist with the treatment plan. REQUIREMENTS: Attend and complete three (3) weeks of New Employee Orientation to be scheduled during day shift hours. Must be able to work a shift assignment which may include overtime, weekends and holidays. Bachelors degree or a minimum of five years of experience in human services. Must be at least 21 years of age and able to participate in intermittent physical activity with the ability to: walk; stand; sit; bend; climb and descend stairs; kneel; squat; grasp; reach; push, pull and lift up to 50 lbs; and hear and visually see. Must be dependable and work positively in a team setting. Prefer experience in a human services field. Valid driver's license or ability to provide independent authorized transportation. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

Mental Health Security Specialist II #255-25559R; \$12.89/hr*; Lincoln Regional Center. LRC, a Joint Commission accredited state psychiatric hospital, is accepting applications for permanent full-time positions for the following shift assignments: 6:45 a.m.-3:15 p.m.; 2:45 p.m.-11:15 p.m.; and 11:00 p.m.-7:00 a.m. On-call/temporary employment will be considered. Incumbents are responsible to assure patient safety, provide for the physical needs and comfort of the patients and assist with patients' treatment plan. REQUIREMENTS: Attend and complete three (3) weeks of new employee orientation to be scheduled during day shift hours. Must be able to work a shift assignment which may include overtime, weekends and holidays. Must be at least 18 years of age and able to participate in intermittent physical activity with the ability to: walk; stand; sit; bend; climb and descend stairs; kneel; squat; grasp; reach; push, pull and lift up to 50 lbs; and hear and visually see. Must be dependable and work positively in a team setting. Prefer experience in a human services field. Valid driver's license or ability to provide independent authorized transportation. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

Mental Health Security Specialist II #255-08981-1; \$12.89/hr; Hastings Regional Center. Full-time. 2:45 p.m. to 11:15 p.m. every other weekend rotation. Includes holidays as scheduled. Provides supervision, general youth care, programming, youth education activities related to substance abuse treatment work, recreation, and daily living activities. Monitor safety and security of youths. Perform scheduled duties including meal preparation and housekeeping. Participate in treatment planning including evaluation, documentation, and feedback to treatment team. Distribute medications as prescribed and administers first aid and CPR as required. Respond to crisis situations and de-escalate youths as needed. REQUIREMENTS: The standards outlined in 471 NAC 32-007.03E note that 75% of staff must have a Bachelors degree or five years experience in human services field. Bachelors degree in human development, criminal justice, or psychology preferred or five or more years of experience in chemical dependency treatment services or working with adolescents. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. Valid driver's license or ability to provide independent authorized transportation. Must be at least 21 years of age.

Youth Security Specialist II #254-43000-2; \$12.89/hr; Kearney Youth Rehabilitation Treatment Center. Provide supervision to individual youths or small groups in work and recreational activities. Observe and record in the daily logs the behaviors and progress of youths. Perform scheduled duties including and housekeeping. Transport youths to off-campus activities. Distribute medications as prescribed and administer first aid and CPR as required. Respond to crisis situations and de-escalate youths as needed. REQUIREMENTS: Prefer post high school education in social work, criminal justice, counseling and guidance, human development, psychology, mental health, social behavior science or related areas OR two or more years experience in mental health treatment or youth services. Ability to work in moderate to high stress. Work will include physical stamina/strength, standing, walking, and occasional lifting. Prefer bilingual skills in Spanish and English. Valid driver's license or ability to provide independent authorized transportation required.

Child and Family Services Specialist/Trainee ** #254-34127-1; \$13.51/hr (Specialist \$15.62/hr); Grand Island. Full-time. Monday-Friday, 8:00 a.m. - 5:00 p.m. May require unexpected work hours during nontraditional hours and/or travel throughout Nebraska. Both Office of Juvenile Services (OJS) and ongoing casework. Duties for OJS include: Assessment of risk and needs of juveniles adjudicated as "delinquent" (law violators); assess protection of the community while solidifying, preserving, strengthening and maintaining the family unit through case plan development and direct case management; supervision of high risk youths who have potential for, or are involved with gang violence, substance abuse, teen parenting; collaboration with local law enforcement, court system, private service providers, detention centers, Youth Rehabilitation Centers, and Correctional facilities to carry out the goals of rehabilitation, family preservation, and community safety; location of juveniles on the run and/or not in compliance with accountability plans will be required; supervision of youths released from the Youth Rehabilitation and Treatment Centers (Kearney and Geneva). Duties for ongoing casework include: Engage families and children in case planning to reach timely permanency goals; assess needs and protective capacities of parents who need enhanced services to provide safety for their children; for diminished area, develop an individualized case plan, which may include formal and information services/supports; engage and empower families to make needed changes; conduct announced and unannounced home visits to ensure safety and evaluate; secure other permanency plans that may include adoption, guardianship or independent living when family preservation or reunification with the biological family is not a viable option; monitor, assess and evaluate progress toward permanency; prepare and present reports to the court and be prepared to testify and provide professional recommendations; and document daily case activities. REQUIREMENTS: **Bilingual skills in English and Spanish required.** Consideration will be given to applicants who will receive a Bachelors degree, prior to date of hire. Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. (Within your state application, address how your background qualifies you for this position).

* Plus applicable shift differential; *** Salary commensurate with qualifications and experience or additional salary based on experience.

Child and Family Services Specialist Trainee **; \$13.51/hr (Specialist \$15.62/hr).

- #254-31298-1; Lexington. HOURS: Monday - Friday, 8:00 a.m. - 5:00 p.m., with rotating weekend on-call.
- #254-37106-12; Lincoln. Previously listed with a closing date of 1/11/10; applicants who applied at that time are under consideration and do not need to reapply. **CLOSING DATE: 2/8/10.**
- #254-31243-2; Gering. HOURS: Monday - Friday, 8:00 a.m. - 5:00 p.m., with rotating weekend on-call.
- #254-31279-1; North Platte. HOURS: Monday - Friday, 8:00 a.m. - 5:00 p.m., with rotating weekend on-call.

These are generic caseload assignments. Investigate allegations of abuse/neglect, visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans, authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Consideration will be given to applicants who will receive a Bachelors degree, prior to date of hire. Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, criminal justice or closely related area. After hire, must be certified in training, which de-escalates and manages communication and physical interactions. Valid driver's license or ability to provide independent authorized transportation. (Within your State application address how your background qualifies you for this position.)

**** Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs.**

Vocational Rehabilitation Service Specialist-Counseling #13-51030; \$31,311 - \$32,876/yr *; Lincoln.** Records basis for extension of time to determine eligibility. Records basis for termination of vocational rehabilitation services for reasons other than ineligibility. Provides client orientation. Participates in Vocational Rehabilitation and Nebraska Department of Education committees, work groups and task forces. Responds to basic questions about Vocational Rehabilitation. Plans and provides direct assessment and direct service activities for each client. Analyzes and synthesizes client medical, demographic and employment information. Analyzes client strengths and barriers. Makes appropriate referrals to community resources. Provides individualized planning and individualized plan for employment (IPE) development. Provides information about jobs and their requirements. Provides job retention assistance. Provides outreach and liaison activities with referral sources. Participates in client staffing. Provides follow-up monitoring with clients relative to college process and job searches, Employment. Warranty monitoring and employment follow-up. Provides career counseling. Uses the electronic case service data system (QUEST). Travels independently and works in a variety of settings. REQUIREMENTS: Bachelors degree in vocational rehabilitation, counseling, or directly related area. Majors in other disciplines may be considered with a minimum of two years experience in a professionally related area. Prefer experience interacting with persons with significant disabilities Bilingual in English and Spanish. Valid driver's license or ability to provide independent authorized transportation. **REQUIRES RESUME, TRANSCRIPTS, AND COVER LETTER DESCRIBING HOW THE REQUIRED AND PREFERRED QUALIFICATIONS ARE MET.**

Workforce Coordinator/Disabled Veteran Outreach Program #23-83013-2; \$2673/mo; Lincoln. HOURS: 8:00 a.m. - 5:00 p.m. Facilitate intensive DVOP services to veterans with special employment and training needs; including assessment, career guidance, coordination with supportive services, referrals to jobs and training, and provision of job development contacts. Assessment and development of individual employment plan (IEP) and required intensive services. Conduct outreach activities to locate clients who could benefit from intensive services from programs such as: Vocational Rehabilitation and Employment, Homeless Veterans Reintegration Project, Department of Veterans Affairs hospitals, homeless shelters, civic and service organizations. WIA partners, State Vocational Rehabilitation Agencies, and other service providers. Provide and facilitate a full range of employment and training services to veterans with the primary focus of those who are unable to obtain employment through core services. Enter applications using NWAS and SASio computer system. Use free-flow screens to enter job orders, and other job related information. Using automated data system, will perform file search to do call screening, and referral of qualified veterans to active resume development, interviewing techniques utilizing the Career Resource Center. REQUIREMENTS: Must be veteran of military service. Preference given in the following order: (1) Qualified service-connected disabled Veterans (2) Qualified eligible Veterans (3) Qualified eligible persons. Two years experience in the human services/relations field or post high school coursework with emphasis in behavioral sciences, public/business administration, social sciences, human relations, or closely related field. Or, any combination of education and experience that equates to two years in human services, behavioral sciences, public/business administration, social sciences, human relations, or related academic major plus casework or equivalent work experience. Job related travel required. **CLOSING DATE: 2/8/10.**

Workforce Coordinator #23-39012-2; \$2673/mo; Alliance. HOURS: 8:00 a.m. - 5:00 p.m. Monday - Friday. Work as a business liaison to oversee One Stop and Career Center marketing. Establish managed employer accounts. Coordinate staff visits with employers and visitors to the Career Center. Work with LMI to offer products that assist businesses. Visit local employers and new prospective employers. Utilize and maintain a shared database and coordinate marketing efforts with partners. Promote cost reimbursable services to the community. Client registration, eligibility, assessment, employability planning, etc. Case management of clients. Provide ongoing case management and client file maintenance. Develop and monitor employability plan. Establish complete case files with all required documentation. Coordinate intensive program and training services including, but not limited to, RES and Rapid Response. Provide core and or intensive services to WIA/ES customers as appropriate. Administer assessment instruments (tests, surveys, questionnaires, etc.), interpret results and advise clients as to eligibility or "next steps." Customer Service Satisfaction surveys and follow-ups. Conduct employer and participant surveys and follow-ups as determined by program and exit quarters. Perform job search matching activities, including registration, job referrals and job development for clients not interested in self-service options and needing intensive services. Will accept and verify job orders and update orders as needed. Will perform data entry duties into NWAS and SASI systems. Responsible for the administration of the Re-Employment Services program. Review the pool of candidates. Contact potential claimants. Schedule appointments. Do an orientation session. Refer to potential supportive service agencies. Provide assessment opportunities. Complete an individual employment plan. Do required follow-ups and document all services in the RES system and SASI system. REQUIREMENTS: Two years work experience in the human services/relations field or 24 semester hours of post high school education in behavioral sciences, public/business administration, social sciences, human relations, or closely related field OR any combination of education and experience that equates to two years in human services, behavioral sciences, public/business administration, social sciences, human relations, or closely related field. Prefer bachelors degree in social work, human relations, or related academic major plus casework or equivalent work experience. Some job related travel required. Valid driver's license or ability to provide independent authorized transportation. Successful applicant will undergo a background/criminal records check. A job offer will not be extended until the results of the background check have been received. A history of criminal activity and/or certain convictions may eliminate a candidate from consideration. (For your benefit, please submit an application with current information.) **CLOSING DATE: 2/16/10.**

Child and Family Services Specialist #254-38073; \$15.62/hr; Omaha. Two positions. **HOURS: Full time days M-F, plus some additional hours.** Investigate adult abuse/neglect allegations within mandatory timeframes, to include visiting homes to determine whether immediate action is necessary to protect the adult. Gather information from the vulnerable adult, family members, caregivers, and community professionals to help determine appropriate and adequate services. Involve and coordinate with law enforcement and the court system as required or as deemed necessary. Conduct assessments of the vulnerable adult's situation, including the vulnerable adult's mental and functional abilities and safety risks. Provide emergency interventions; participate in the legal process including case preparation and testimony. Evaluate service and care needs, develop case plans, arrange and coordinate services to ensure safety and reduce risk. Participate in public awareness activities. Some intake and coverage responsibilities and community group participation. **REQUIREMENTS:** Bachelors degree in social work, gerontology, psychology, sociology, counseling, human development, mental health care, business administration, or closely related field AND experience performing casework activities in services delivery. Experience in MS Word, Excel, and Internet. Prefer an accounting degree and/or experience in investigative or forensic accounting. Prefer candidates with: Background working in health or community setting and responsible for assessment, planning, service coordination and decision making for aged/disabled adults; demonstrated ability to communicate effectively and work collaboratively with others to accomplish goals. Knowledge of program resources/services available in Nebraska for vulnerable and/or abused adults. Good communications skills; valid driver's license or the ability to provide independent authorized transportation. NFOCUS experience helpful. **CLOSING DATE: 2/8/10.**

Child Care Inspection Specialist #252-55629; \$15.91/hr; Omaha. M-F, 8:00 a.m. - 5:00 p.m. Inspect child care facilities in the oversight of licensing standards; complaint investigations of both licensed and unlicensed programs, and consultation and technical assistance to providers. Caseload includes Douglas and Sarpy Counties. **REQUIREMENTS:** Bachelors degree in early childhood development, human development, social work, psychology or closely related field AND experience in any of the areas described above as major duties. Experience in administration of licensed child care program and/or experience in child protective services preferred. Considerable travel required. Valid driver's license or ability to provide independent authorized transportation. **CLOSING DATE: 2/16/10.**

Mental Health Practitioner #255-08269R; \$18.05/hr; Hastings. **HOURS: Monday-Friday 8:00 a.m. - 4:30 p.m. may include evenings or weekends depending on youth/family needs.** Responsible for delivery of therapeutic services within a residential setting for adolescents and their families. Provide individual, group, psychosocial, and family therapy. Excellent written skills key to completion of clinical documentation including psychosocial histories, progress notes, treatment plans, and discharge summaries. Dual capable recovery approach requires therapist to deal with wide variety of behavioral problems with focus on recovery from addiction, conduct disorders, and co-morbid disorders. Participation as primary therapist in interdisciplinary team process. **REQUIREMENTS:** Licensed as a Mental Health Practitioner, may consider provisional license. Experience in working with adolescents, recovery models, and diverse cultures preferred.

Chemical Dependency Counselor Supervisor #254-42010; \$18.59/hr; Geneva. Determine client needs for treatment, provide for continuing evaluation of client/group needs, progress and effectiveness, and provide for family, individual, and group therapy to ensure treatment modalities are met and in compliance. Develop chemical dependency program components to meet the treatment needs of the youths and to ensure their implementation into the treatment setting. Develop drug and alcohol education protocol and coordinate, evaluate and assess educational materials and resources for use by youths. Cooperate with the treatment team in identifying and planning for the aftercare needs of youths. Supervise and evaluate the work of the chemical dependency counseling staff. Includes rotating on-call schedule. **REQUIREMENTS:** Bachelors degree in counseling, psychology, social work, or related field and chemical dependency counseling experience. Certification as a Drug and Alcohol counselor required. Experience in treating youths preferred. Experience in working with diverse cultures strongly preferred.

ENVIRONMENTAL/SCIENCES/ENGINEERING

Fish Culturist/Supervisor #33-13002-2; \$16.79/hr; North Platte Fish Hatchery. Incumbent required to reside in housing provided on site. Assist in the planning, coordination and execution of the fisheries production plan at the North Platte Hatchery. Conduct routine fish health and nutrition assessment, diagnosis and treatment of disease, water quality and aquatic vegetation control. Operate specialized equipment for water quality assessment, chemistry and laboratory work. Assign and supervise duties of the hatchery crew. Assist in the maintenance of records, developing budgets, inventories and monthly reports of expenses, production, distribution, pollution control monitoring and permit sales. Plan, perform and supervise the maintenance of hatchery equipment, vehicles, buildings, grounds and ponds. Participate in public relations work through hatchery tours and answering questions of visitors. **REQUIREMENTS:** Bachelor of Science degree in fisheries or related field plus two years experience in fish culture work or fisheries management. Incumbent must acquire an aquatic pesticide applicators license within six months of hire. Valid driver's license or ability to provide independent authorized transportation. **CLOSING DATE: 2/10/10.**

Engineer III #27-00275-1; \$25.20/hr; Lincoln. Serve as a design squad leader in an Interstate Design Unit and directly supervise one or two employees. Responsible for designing complex highway projects and reviewing plans produced by others in the squad for completeness, accuracy, and quality. Perform hydrologic/hydraulic analysis and design culverts and storm sewers. Coordinate highway projects with other divisions within the department and with public service agencies such as utilities, counties, cities, FHWA, etc. Prepare for and attend plan-in-hand meetings, public hearings and pre-construction conferences. Write and review special provisions, document decisions and keep correspondence files accurate and up to date and check project cost estimates. Supervise and review the work of consultant engineers, when needed. Be responsible for keeping squad informed of policy changes or standards modifications. **REQUIREMENTS:** Bachelors degree in civil engineering. Bachelors outside of the United States must be ABET accredited at the time of application. Will also consider applicants with a Masters degree in engineering from an ABET accredited institution within the United States. Licensed as a Professional Engineer in Nebraska or be licensed in Nebraska within 90 days of employment. At least three years experience in highway design. Effective communication skills. Regular and reliable attendance. Prefer: Experience in Microstation and Geopak design software or equivalent. Experience with MS Word and Excel. Knowledge of the Nebraska Department of Roads standards and Standard Specifications for Highway Construction, as well as AASTHO's- A Policy on Geometric Design of Highways and Streets. Construction field experience. If unable to fill at the Engineer III level, will consider at the Engineer I/II level. Applicants are required to have a Bachelors degree in civil engineering. Possession of an FE Certificate is required OR the ability to obtain one within one year of employment. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

Environmental Quality Programs Specialist #84-12162-1; \$19.71/hr; Lincoln. HOURS: 8:00 a.m. - 5:00 p.m., Monday - Friday. Develop and maintain guidance materials. Prepare and present classroom and web-based training materials to wastewater operators and others as needed. Provide compliance assistance to the regulated community with emphasis on Wastewater Programs. Present materials on the operator certification program at public meetings. Administer operator certification exams as assigned. Deliver facility based operator training and work with facilities on sustainability as needed. Conduct NPDES facility inspections on a limited basis as assigned. Work with the Wastewater Construction Permit, the Clean Water State Revolving Loan Fund, and the NPDES Permits and Compliance Programs to help determine facility operator needs, complete and maintain facility point rankings, and monitor operator certification database for compliance. Review Title 197 operator certification regulations, recommend and draft changes, and present proposed changes at public meetings. Investigate operator complaints, coordinate with other staff, and process enforcement requests as assigned. Daily communication with operators and the public. Answer questions and respond to inquiries related to the operator certification program. **REQUIREMENTS:** Bachelor of Science degree in the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering or a related field plus two years of experience in a related field. Education background should include soil science, chemistry, geology, hydrology, limnology, biology, statistics, technical writing, resource planning, and computer. OR Masters degree in environmental science, biology, life science, or engineering. Experience preferred in: Focusing on significant technical and regulatory issues and resolving issues; Communicating technical and regulatory issues. Managing multiple projects and priorities; and maintaining good working relationships with co-workers and the regulated community. Experience in adult education is preferred. Project management and report writing experience is preferred. Will consider related experience that enables the applicant to perform essential duties. Certification as a Class IV Wastewater Treatment System Operator is preferred, ability to obtain Class IV certification is required. Knowledge of State law and work experience pertaining to wastewater programs is preferred. Experience working for a regulatory agency in a regulatory program is preferred. Demonstrated knowledge of wastewater chemistry and biology is preferred. Participation in the agency's medical monitoring program is required. Valid driver's license or ability to provide independent transportation is required. Overnight travel required approximately 40% of the time. Ability to climb embankments and walk on uneven terrains to accomplish tasks. Ability to lift 50 pounds and climb eight foot ladders. Computer skills: Familiarity with and ability to use word processing and spreadsheets to generate educational materials, letters, and complete reports is essential. Familiarity with global positioning and global information systems is preferred. Experience with Outlook, MS Word, Excel, PowerPoint, and Access is preferred. Experience with educational programs and internet based training is preferred. Public speaking and presentation of training materials is required. Demonstrated ability to develop and present educational and training materials is preferred. Ability to evaluate wastewater operator skills and wastewater facility needs is preferred. Regular and reliable attendance is required. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 2/12/10.**

FINANCE/BUDGETING/ACCOUNTING/AUDITING/EXAMINING

Appraiser II #27-00366; \$18.05/hr; Lincoln. Must be able to travel overnight and work in all parts of the state. Prepare independent appraisals. Gather information and data from public records and market cost survey statistics for property appraisal purposes. Verify market sales with buyers, sellers, brokers, bankers, appraisers, county assessors and others knowledgeable in real estate. Conduct property inspections including measuring, taking photographs, determining uses, quality and condition, etc. Interview property owners. Assist in training program for newer appraisers. Convey property owner concerns to appropriate Nebraska Department of Roads officials. Operate a vehicle under varying conditions to inspect Real Estate. Independently pursue required courses of education to lead to advanced appraisal credentials. Study reference material and texts to become familiar with interpretation of cost and land manuals. Conduct personal property inventory and moving expense estimate on a limited scope. Appraise and negotiate with property owners to acquire minimal takings. **REQUIREMENTS:** Must be a licensed appraiser. Have experience in real estate appraisal, property management, real estate, condemnation or Uniform Act type activities. Valid driver's license with a good driving record or ability to provide independent authorized transportation. Have the ability to operate most common computer applications. Have effective communication skills. Regular and reliable attendance. Prefer: Four or more years experience in real estate appraisal, property management, real estate, condemnation or Uniform Act type activities. Bachelors degree in business administration, real estate, engineering, agriculture, economics or a relevant subject and be a Licensed or Certified Appraiser. In unable to fill at the Appraiser II level, we will consider applicants at the Appraiser I level at \$15.62/hr. **CLOSING DATE: 2/8/10.**

Closing date added--Pre Need/Financial Analyst I #22-13115-2; \$37,894/yr; Lincoln. At will position. This position will be half-time as a Pre-Need Examiner, and half-time as a Financial Analyst position, which reports to the Examiner Assistant Chief. Pre-Need-Perform in-depth examinations of burial pre-need seller agreements, accounts and financial records for compliance with Nebraska's Burial Pre-Need Sales Act. Conduct analysis on filed burial pre-need sales reports based on accepted accounting practices and applicable laws. Prioritize examination of burial pre-need sellers according to the perceived urgency of need for review and/or further action. Review and interpret laws, regulations and related laws as they apply to burial pre-need sales. Develop strategies, programs and procedures for enhancing audit effectiveness. Develop, update and maintain review forms, reports, and procedures to further enhance compliance and analysis. Prepare and present examination reports and summaries of analysis to the Director, Deputy Director and Department Legal Counsel relative to exceptions, irregularities, and compliance. Analyst Examiner - Analyze financial statements to evaluate insurance companies' financial condition. Investigate and determine if company is conforming to insurance accounting's "Statements of Statutory Accounting Practices" (SSAP). Investigate and analyze company operations to detect possible regulatory statute violations. Review independent rating agencies' reports, SEC filings, holding company filings, current trade periodicals, news items, legislation, and NAIC tools, policies and guidelines. Correspond with company executives, department staff, and other regulators to discuss and evaluate compliance and whether regulatory actions are needed. Create/maintain a synopsis of the company and recommend actions if needed. **REQUIREMENTS:** Bachelors degree in accounting from an accredited college or university, with a minimum of 24 hours of accounting OR a Bachelors degree in another field of study from an accredited college or university, with a minimum of 24 hours of accounting which includes six hours of accounting fundamentals, six hours of intermediate accounting, three hours of general auditing, and at least nine hours of other accounting. In addition, six hours of business law and three hours of management will be required (three of the business law hours and the three hours of management may be acquired after hire through LOMA, CPCU, or CLU). Knowledge of the theory and practice of accounting and auditing. Skill in analyzing data and preparing reports. Ability to communicate effectively to present comments, opinions, and factual information clearly, concisely, and comprehensively. Working knowledge of MS Excel, Word, and Access. **REQUIRES COPIES OF TRANSCRIPTS ON OR BEFORE CLOSING DATE: 2/9/10.**

LEGAL

Paralegal I #251-75108-1; \$16.79/hr; Lincoln. Responsible for the following tasks: draft, review, and file pleadings, motions, briefs and other legal documents prepared by the attorney with the appropriate courts. Coordinate and manage case calendars and deadlines; maintain files in the Legal Services Tracking system and other records management tasks. REQUIREMENTS: Experience working on briefs, complaints, pleadings etc. Experience in MS Office and Lotus Notes required. Effective communication and excellent analytical skills. Must be detail-oriented, able to work under pressure, multi-task, prioritize work flow, work independently, and be able to manage a high volume of ongoing cases utilizing an electronic case management system. Knowledge of the legal discovery process and use of electronic discovery, as well as their applications in a legal environment. Paralegal certificate or Bachelors degree preferred.

Attorney III #251-75107-3; Salary Open; Lincoln. HOURS: Monday-Friday 8:00 a.m. – 5:00 p.m. The Nebraska Department of Health and Human Services, Legal and Regulatory Services division, has an Attorney III position open. REQUIREMENTS: Must possess a license to practice law in Nebraska, have excellent legal research and communication skills, and experience practicing in complex areas of the law, or equivalent experience. This position requires the ability to analyze and interpret state and federal statutes and regulations; effectively advocate for the agency's position in administrative hearings and in state and federal court; prosecute appeals; and provide litigation support to the Attorney General's office.