



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 21-13 **Position #:** 521065 **Posting Date:** 7/6/2021 **Application Deadline:** Until filled
Position Title: Regulatory Support Specialist I **Starting Salary:** \$30,929.60
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Graduation from high school or equivalent. Work or educational experience in geography, geology, or computer sciences preferred.

Special Abilities:

Analytical ability and highly developed attention to details. Computer familiarity, folder structure navigation, data entry, communications, copying/scanning and working with the public in a professional manner are essential skills. Familiarity with Microsoft Office software, particularly Word and Excel. Familiarity with document management, storage and retention methods and policies preferred.

Description of Position:

This full-time position functions generally under the supervision of the Well Permitting Program Manager in the processing of the Bureau of Groundwater Regulation's regulatory and permitting functions, including the Well Permitting and Water Use Permitting Programs. The work performed is primarily technical data entry and document management and storage. This position provides direct support to the professionals associated with both the Well Permitting and Water Use Permitting Programs.

- Reviews and issues well permits and processes inspection reports and other well program related documents.
- Enters/reviews completion report data received from well contractors.
- Performs initial processing and database entry of permit applications.
- Responsible for assisting in the administration of the District's wells permit tracking program.
- Completes application processing by entering data, updates database records for regulatory programs.
- Designs and conducts database searches to generate accurate printouts of desired data.
- Coordinates closely with Water Use and Well Permitting personnel to ensure that all overlapping requirements are met.
- Collects, logs, and appropriately distributes and routes incoming and outgoing mail.
- Compiles and makes daily bank deposit (checks, cash, and electronic fund transfers) for all Groundwater Regulatory Programs to reconcile with Administration's records.
- Assists with document management for the well permitting program.
- Assists Well Permitting Program Manager with management of the DEP 62-524 Program.
- Contacts drillers as necessary to assist in completion of well permitting applications.
- Conducts property inventory as needed.
- Scans, routes, and uploads documents for electronic record retention.
- Performs other related duties as assigned.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nwfwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.