



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

JOA #: 21-15 **Position #:** 524001 **Posting Date:** 7/29/21 **Application Deadline:** Until filled
Position Title: OPS Regulatory Support Specialist I **Starting Salary:** 24,086.40
Job Location: DeFuniak Springs Field Office; 700 US Hwy 331 South, DeFuniak Springs

Minimum Qualifications:

Graduation from high school and two years of clerical/administrative experience. A Bachelor's degree may serve in lieu of the experience.

Special Abilities:

Considerable knowledge of business English, spelling and punctuation. Ability to project positive public image. Courtesy, patience and tact in relating to the public in person and over the telephone are required. Attention to details and ability to understand and implement ERP program components as required. Experience with computer entries, word processing and typing are essential. Proven ability to work independently, as the person in this position works with minimal supervision. Knowledge of District rules, regulations, policies and procedures is desired.

Description of Position:

Specialized administrative position with primary responsibilities for ERP application receiving and scanning, permit and fee handling. Also acts as receptionist for the ERP program.

Under close supervision, receives/reviews permit applications; prepares financial reports; deposits checks; prepares newspaper notices; forwards executed permit documents, requests for additional information, and O&M conversion to permittees. Processes application submittals, payments, notices of commencement, As-Built and O&M submittals. Reviews compliance for missing information and requests from permittee. Prepares and issues permit extensions and permit transfer requests. Maintains environmental resource permit files; files of receipts for audit purposes; answers questions from our website; provides E-permit support; greets visitors; answers telephone; opens/processes incoming mail; proofreads outgoing correspondence; prepares letters, refunds, office orders, and provides direct administrative support to staff in Environmental Resource Permitting. Other responsibilities 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.