



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

JOA #: 24-14 **Position #:** 521058 **Posting Date:** 6/21/2024 **Application Deadline:** 7/5/2024

Position Title: Regulatory Support Specialist IV **Starting Salary:** \$48,001.00 DOQ

Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90* **OR**
DeFuniak Springs Field Office; 700 US Hwy 331 South, DeFuniak Springs, FL

Minimum Qualifications:

Graduation from high school and six years of secretarial/administrative experience; or completion of two years of business vocational training or college after high school graduation and four years of secretarial/administrative experience.

Special Abilities:

Proven and effective verbal communication skills. Knowledge of District rules, regulations, policies and procedures. Ability to project a positive public image. Courtesy, patience and tact in communicating with the public in person and over the telephone as required. Attention to details and ability to understand and implement resource regulation program components as required. Familiarity with standard software in the Microsoft office suite is essential as is experience with data entry, word processing, and typing.

Description of Position:

Specialized administrative position with primary responsibilities in the operation and enforcement of the District's Regulatory Services Groundwater programs and provides support to management with supervisory support over the program assigned to this position. This position functions with minimum supervision of activities.

Processes permit applications, permit fees, inspection reports and completion reports. Processes refunds, permit fees for all programs, balances receipt books, prepares deposit slips, makes sure all money received is receipted properly and taken to bookkeeping daily, and keeps files of receipts for audit purposes; Updates information received from inspections and well completion information; Provides assistance to the public including reports from database for various information; Prepares invoices, Requests for Additional Information, and cover letters for mailing; Maintains mail list for program mail-outs. Provides weekly, monthly, quarterly and special reports for use by staff; Maintains pending permit files, completion report files, well permit application files; Follows-up on permit conditions; Processes applications for water well contractor licenses and renewals; Issues warning letters prior to enforcement action; Coordinates water well permit functions of – DeFuniak Springs and Havana offices; Provides permit materials and other required information; Compiles audit lists; Provides direct administrative support to staff in Groundwater Regulation Bureau; and Other duties or responsibilities assigned.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nfwwater.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.