



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

**JOA #:** 24-19      **Position #:** 524001      **Posting Date:** 9/19/2024      **Application Deadline:** Until filled  
**Position Title:** OPS Regulatory Support Specialist      **Starting Salary:** \$15.00 per hour  
**Job Location:** Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

**Minimum Qualifications:**

Graduation from high school and two years of secretarial/clerical or permitting experience. Advanced education can substitute for the experience requirement.

**Special Abilities:**

Considerable knowledge of business English, spelling and punctuation. Working knowledge of Windows Applications including Excel, Word and Outlook as well as computer data entry. Ability to prepare routine documents and correspondence. Ability to receive and relate to the public with poise, tact, patience and courtesy. Knowledge of District rules, regulations, practices and procedures as well as familiarity with specialized technical vocabulary of the regulated programs is preferred.

**Description of Position:**

This is a specialized administrative position with primary responsibilities of providing support to the Division of Regulatory Services regarding operation and enforcement of the District's Regulatory Services programs. The position involves evaluating and processing permit applications as well as performing advanced secretarial/clerical work. This position functions with minimum supervision of activities. The individual filling this position should understand the organization, policies and programs of the District as well as the specialized technical vocabulary used in the Regulatory Division.

Handles initial processing, scanning, and database entry of various types of permit applications and compliance documents. Checks for accuracy and completeness of permit applications, and compliance documents prior to entering and/or uploading into the database. Coordinates closely with Regulatory Services personnel to ensure that all overlapping requirements are met. Stays updated on rule changes. Assists with budget preparation, report narratives, requisitions, and purchase orders.

Interacts with the public, permittees and water well contractors on a daily basis regarding District rules and program requirements. Provides assistance to the public/regulated community including reports from District databases for various information. Supplies the public with specific permitting information on applications for all District functions, i.e., consumptive use, water well construction, environmental resource permitting, etc. Researches and prepares information for staff as needed.

Opens and routes incoming mail. Collects, logs, applies correct postage and posts outgoing mail. Answers and directs telephone calls for the Division. Compiles and makes daily bank deposit (checks, cash and electronic fund transfers) for all programs to reconcile with Administration's records. Scans documents for electronic record retention. Performs other duties as required.

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**How to apply:** Submit a Northwest Florida Water Management District Application and resume to: [human.resources@nfwwater.com](mailto: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.