



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

**JOA #:** 25-01      **Position #:** 521064      **Posting Date:** 10/9/2024      **Application Deadline:** Until filled  
**Position Title:** Regulatory Support Specialist I-II      **Starting Salary:** Up to \$40,820.00 DOQ  
**Job Location:** DeFuniak Springs Field Office, 700 US Hwy 331 South, DeFuniak Springs, FL

**Minimum Qualifications:**

Graduation from high school and four 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 Bureau.

Under close supervision, receives, reviews, prepares, processes, and/or distributes permit applications, financial reports, payments by depositing checks, refunds, newspaper notices, executed permit documents, requests additional information related to incomplete application submittals, and other compliance letters to applicable parties; Maintains and updates the ERP and MSSW permit files, as well as files of receipts for audit purposes; Greets visitors when in the office, answers questions related to the District's website, provides e-permitting support, answers telephone, opens/processes incoming mail, proofreads and/or prepares outgoing correspondence, and coordinates office orders; Provides direct administrative support to staff in the ERP Bureau. Other responsibilities as assigned by Bureau Chief of ERP.

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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.