



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

JOA #: 25-07 **Position #:** 521063 **Posting Date:** 12/6/24 **Application Deadline:** Until filled
Position Title: Regulatory Support Specialist I/II **Starting Salary:** Up to \$40,791.00 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 two years of secretarial/clerical experience; or completion of one year of advanced secretarial or office practice training after high school graduation and one year of secretarial/clerical experience. Advanced education can substitute for two years of the experience requirement.

Special Abilities:

Knowledge of business English, spelling and punctuation. Working knowledge of Windows applications including Excel, Word and Outlook as well as computer data entry. Knowledge of division rules, regulations, practices and procedures are desirable. Ability to prepare routine documents and correspondence. Ability to receive and relate to the public with poise, tact, patience and courtesy. Ability to make decisions in the absence of an immediate supervisor in the area office. Familiarity with specialized technical vocabulary and District policies is also valuable.

Description of Position:

This is an entry level administrative position with primary responsibilities of providing support to the division's Bureau of Groundwater Regulation and field staff regarding the District's Regulatory Services groundwater programs. The position involves office oversight for one of the District's field offices and performs 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.

Checks for accuracy and completeness of water well permit applications and well completion reports prior to entering into the E-Permitting and E-Regulatory databases. Makes initial evaluation of whether permits can be issued and issues permits as appropriate. Interacts with water well contractors on a daily basis regarding District rules and program requirements. Checks water well permit applications against restrictive contamination permitting areas identified by FDEP. Uses GIS to initially evaluate potential local hazards and setback issues as well as need for consumptive use permitting. Coordinates closely with consumptive use personnel to ensure that all overlapping requirements are met. Provides assistance to the public/regulated community including assisting with reports from the database for various information. Schedules and administers Water Well Contractor Examination.

Supplies the public with specific permitting information on applications for all District functions, i.e., consumptive use, water well construction, etc. Stays updated on rule changes.

Opens and routes incoming mail. Collects, logs, applies correct postage and posts outgoing mail. Orders office supplies, including postage. Answers and directs telephone calls. Compiles daily bank deposit and reconciles receipts with Headquarters' records. Performs consumptive use compliance audits as required. Scans documents for electronic record retention. Performs other 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.