

Dubuque Soil and Water Conservation District VACANCY ANNOUNCEMENT

Position Title: Conservation Recording Assistant

Location: Epworth, Iowa

Contact: Colleen Siefken
Dubuque Soil & Water Conservation District (SWCD) www.dubuqueswcd.org
210 Bierman Rd.
Epworth, IA 52045
563-876-3418 Ext. 3

Job Description: Applicants will experience a diverse set of activities that support the mission of the agency. These activities could include: conservation practice layout and checkout, conservation planning, mapping, landowner contacts and public outreach, news articles, and other duties as assigned.

- Assist office staff with program related planning, mapping and documentation. These programs could include state cost-share, Conservation Reserve Program (CRP) and Environmental Quality Incentive Program (EQIP), etc.
- Assist staff with field surveys and construction inspections of conservation practices.
- Assist office staff with Water Quality Initiative Signup. Assist producers with signup application and form completion.
- Perform file recons. Assist with name changes and case file splits for acreage updates. This will be both computer and paper files.

Wage: \$14.00 hr. **Benefits:** None

Job Qualifications and Experience: Applicant should be a detail orientated individual with the ability to work independently. Applicant needs good communication skills, both verbally and in writing. Job will occasionally require walking through rough terrain and carrying equipment. Knowledge of ARC GIS software and engineering equipment beneficial. Need to possess a valid driver's license. Successful candidate will need to undergo a background investigation and fingerprint check.

Hours: Full-time, 30/40 hours per week (no overtime).
8:00 a.m. – 4:30 p.m., No nights or weekends

Number of openings: (1) One

Opens: March 1, 2020

Closes: March 10, 2020

Method of application: Submit Resume to the Dubuque SWCD by 5:00 p.m. on 3/10/20. Documents can be mailed or submitted electronically to colleen.siefken@ia.nacdnet.net.

The Dubuque Soil & Water Conservation District is an Equal Opportunity Employer and Provider