

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Florida Department of Agriculture and Consumer Services Office of Agricultural Water Policy and Soil and Water Conservation District programs and functions.
- Knowledge of agricultural operations and water use.
- Skilled in completing and maintaining accurate records.
- Ability to communicate effectively.
- Ability to work indoors in an office environment and outdoors in heat, cold, wet environments.
- Ability to walk on uneven ground and in inclement weather.
- Ability to deal with the public and team members in a professional and courteous manner.
- Ability to read and draw basic maps using computer software, and to locate properties using street and geographic maps.
- Ability to operate a computer to access and retrieve electronic information.
- Ability to operate a motor vehicle for up to four hours continuously.
- Ability to make decisions in accordance with departmental rules, regulations and policy.

ATTENTION CANDIDATES

- ∇ All fields in the Candidate Application must be completed.
- ∇ Work history, hours worked, and formal education fields must be filled out.
- ∇ Copy of transcript or training certification must be submitted with Candidate Application.
- ∇ Successful applicant must pass a background screening, including fingerprinting, at one of our approved sites, as a condition of employment.

SPECIAL NOTE:

Okeechobee SWCD is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow enough time to provide the accommodation.

Okeechobee SWCD supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

VETERANS' PREFERENCE. Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans' Preference will receive preference in employment for Career Service vacancies and are encouraged to apply. Candidates claiming Veterans' Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. Veterans' Preference documentation requirements are available by clicking here. All documentation is due by the close of the vacancy announcement.

SUCCESS FACTORS: The individual filling this position should be detail-oriented, assertive and self-directed. This person should also enjoy interaction with the general public and have a sincere interest for agriculture and natural resources.

Candidate Application