

Washington State Dept of Natural Resources is hiring for a:

Natural Resources Technician 3
Aquatic Land Technician
Recruitment # 2014-11-5479-10775

SALARY RANGE: \$2,598 - \$3,377 per month plus comprehensive benefit package and retirement.

LOCATION: Sedro-Woolley, Washington

CLOSES: OPEN UNTIL FILLED

This position supports DNR and Orca-Straits District in managing state-owned aquatic lands by serving as a Natural Resource Technician 3 (NRT3) for the district. The Orca-Straits District covers a large geographical area, which includes seven counties. Major emphasis for this position is on activities in San Juan, Skagit, Snohomish, Island and Whatcom Counties and works as part of a team with other administrative and technical staff. This position also provides support to the Field Assistant Division Manager, District Manager, and Land Managers in the district.

Primary duties include:

- *Preparing lease documents and managing contracts.
- *Managing data in paper and electronic formats.
- *Managing records and files.
- *Audit and reconcile rent payments.
- *Assist with field activities.

REQUIRED QUALIFICATIONS:

- *High School education or GED; or higher, and;
- *Two years' experience as an Administrative Assistant or equivalent with experience in performing technical or paraprofessional duties related to business administration, natural resources, land use, transaction, leasing or development.
- *Ability to manage multiple on-going projects.
- *Demonstrated ability to work within a team and collaborate on internal and external issues in an active respectful, cooperative and professional manner.
- *Demonstrated ability to speak and write clearly and succinctly, and use typical office software.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- *Ability to work outdoors on or near water and on uneven terrain and in a boat.
- *Qualify as a Notary Public.
- *This position requires driving as an essential function. Employees, who drive for state business, whether in a state or privately-owned vehicle, are required to possess a valid license as defined in policy PO02-006 and abide by all other driver responsibility requirements.
- *Must be at least 18 years of age at the time of hire.

FOR MORE INFORMATION AND HOW TO APPLY, GO TO:

<http://agency.governmentjobs.com/dnr/default.cfm?action=viewJob&jobID=1002261>

Or go to: www.dnr.wa.gov/aboutdnr/employment<<http://www.dnr.wa.gov/aboutdnr/employment>>
and search.

Questions? Please contact Tammy Armstrong at (360)854-2834 or tammy.armstrong@dnr.wa.gov or e-mail us at DNRrecruiting@dnr.wa.gov.