

# WASCO COUNTY SOIL AND WATER CONSERVATION DISTRICT

2325 River Road, Suite 3  
The Dalles, OR 97058  
541-296-6178 ext3

## POSITION AVAILABLE

**Posting Date:** July 14, 2017

**Closing Date:** August 16, 2017

**Position Title:** Field Office Assistant

**Position Location:** Wasco County Soil & Water Conservation District  
2325 River Road, Suite 3  
The Dalles, OR 97058  
541-296-6178, ext 3  
[shilah.olson@or.nacdnet.net](mailto:shilah.olson@or.nacdnet.net)

**Position Summary:** The Field Office Assistant is responsible for providing clerical and technical assistance as assigned to District and Natural Resource staff. The Assistant will be called upon perform a variety of clerical functions for the Watershed Council Coordinator, Office Administrator, Planners, and Manager. Tasks include but not limited to: data input, typing filing, taking minutes at council meetings, and database management. The position will also provide assistance to Conservation Planners in the construction of conservation plans, learning and using Geographic Information System (GIS) to create maps, surveys, field inventories, site inspections, field monitoring in whatever capacity necessary to complete tasks identified in the District's Annual Plan of Work. For more information see the attached job description.

### Required Job Skills:

1. Computer proficiency – typing/keyboarding, Microsoft Office: Word and Excel.
2. Ability to take and follow directions and work independently on assigned tasks.
3. Able to learn new technical skills.
3. Ability to communicate effectively with others and the general public.
4. Ability to multi-task and to handle task disruptions easily.
5. Ability to establish priorities and manage time effectively.
6. Physically able for “on-the-ground” field activities – such as walking distances over rough terrain.
7. Valid Driver's License.

### Desired Job Skills:

1. General clerical skills.
2. Knowledge of common Microsoft and Adobe software, GIS helpful.
3. Knowledge of natural resources and agriculture.

### Education / Experience:

1. High School Diploma or GED equivalent.
2. Some clerical work experience in an office environment is preferred.

### Type of Position:

- Entry Level
- Full-Time non-exempt employee of Wasco County SWCD
- Starting salary is \$26,150, non-negotiable.
- Full benefits after 3-month evaluation/waiting period-including Health, Dental, Vision & Life
- PERS eligibility after a 6-month waiting period.

**Selection Process:**

- Applicants must submit a resume and cover letter describing their qualifications and reasons for interest in position. Applications can be mailed or emailed to [tammy.tripp@oacd.org](mailto:tammy.tripp@oacd.org) in PDF or Microsoft Word format. Please send email with “Field Office Assistant in the subject line. If mailed, send to Wasco Co. SWCD, 2325 River Rd., Ste. 3, The Dalles, OR 97058.
- Application deadline is 4:00 PM on Wednesday, August 16, 2017.
- Selected applicants should be contacted by August 18, 2017 to schedule an interview during the week of August 21, 2017.
- Anticipated start is week of August 28, 2017.