

PULASKI COUNTY SOIL & WATER CONSERVATION DISTRICT

Full Time Staff Position – DISTRICT SUPPORT COORDINATOR

Job Description:

The incumbent provides administrative, financial, and technical support to the Pulaski County Soil & Water Conservation District (SWCD) in carrying out the District's program in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32). Any work experience in agriculture and with natural resources is beneficial.

Requirements:

- Excellent oral and written communication skills.
- Excellent organizational skills and ability to prioritize variable workload.
- Proficient computer skills, along with *Microsoft* Program skills (able to effectively use *Word, Excel, PowerPoint, & Publisher*).
- Self-motivated.
- Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.
- Ability to professionally present conservation ideas and programs.
- Desire to learn new skills and programs.
- Customer service experience is desired along with the basic knowledge of the Pulaski County agricultural community.
- Teamwork oriented.
- Experience with grant writing is desired, but will train.
- Attendance at monthly evening board meetings and conferences (overnight), along with travel outside the office and the county on behalf of the District will be necessary and will be reimbursed in accordance with District policies.
- Working knowledge of bookkeeping principles and ability to perform arithmetic calculations, accurately record receipts and disbursements, balance fund accounts, and prepare various financial reports as required or assigned.
- A valid Indiana Driver's License.
- The ability to lift up to 30 pounds (supply boxes, coolers, etc.)
- The ability to work outdoors in any weather.

Responsibilities of the *District Support Coordinator*:

The position of the SWCD Board Support Coordinator is the direct responsibility of the SWCD Board Supervisors. District work is the top priority at all times.

- ❖ Assists the Education Coordinator with events as needed.
- ❖ Physically assists with plot tours.
- ❖ Performs other duties as requested by the District Supervisors.
- ❖ Serve as chief financial officer for the SWCD including the preparing and mailing bills and claims, receiving, and posting funds, posting receipts and disbursements, making bank deposits, reconciling ledgers with bank statements, and preparing and submitting monthly and annual financial reports as required by the State Board of Accounts. Prepare for annual audit by the SWCD and a state audit by the SBOA.
- ❖ Prepare payroll for the Pulaski County Auditor and upload it to the Rightstuff database. Perform related duties as assigned.

EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

County of Pulaski, Indiana
an Equal Opportunity Employer

The County of Pulaski, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought: _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for Sheriff Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you related to a current County employee? Yes: _____ No: _____

Name of employee: _____

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary work? Yes _____ No _____

Date available to start work _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here _____ and skip to **Previous employer** below.

! Current employer _____

Address _____ City/state/zip _____

Phone (____) _____ Hire date _____ Job title _____

Beginning salary _____ per _____ Current salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave?

May we contact your current employer? Yes: _____ No: _____ If no, please explain why:

! Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

! Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

! Previous employer _____
Phone () _____
Address _____
City/state/zip _____
Dates employed _____ - _____ Job title _____
Beginning salary _____ per _____ Ending salary _____ per _____
Supervisor _____ Title _____
Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

^ If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason:

From _____ to _____ Reason:

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended *Attach additional pages as needed.*

Name _____

Address _____ City/state/zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability)*

College(s) or Trade School(s) attended *Attach additional pages as needed.*

Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

! Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Degree(s) _____

Major/minor course(s) of study _____

! Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability.)*

! Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip to the next

section. Military Branch Dates of Service Highest Rank Attained Rank at Separation

Type of Discharge _____

Citations/awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training _____

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

! Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. (You may exclude any which indicate race, color, religion, gender, age, national origin or disability.)

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes _____ No _____ If yes, please explain:

! Have you ever been convicted of a felony? Yes _____ No _____ If yes, please explain:

! List three references who are not related to you and are not former employers or supervisors:

N Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

N Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

N Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

! Are you currently required to register as a sex offender in this or any other jurisdiction?

Yes _____ No _____ If yes, please explain (including jurisdiction of registry):

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: _____

! I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

! I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

! I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

! I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

The following sections to be completed by Sheriff Department applicants only:

! I understand that the employer provides sheriff service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Sheriff Department, I may be required to work evening shifts or night shifts, including weekends.

Initials: _____

! I understand that if I am hired as a sworn officer on the Sheriff Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy.

Initials: _____