

# Aquatic Land Technician, Property Acquisition Specialist 1 (PAS1)

## Salary

\$43,716.00 - \$58,380.00 Annually

## Location

Lewis County – Chehalis, WA

## Job Type

Full Time - Permanent

## Remote Employment

Flexible/Hybrid

## Job Number

2024-7-6277-08051

## Department

Dept. of Natural Resources

## Opening Date

07/11/2024

## Closing Date

7/31/2024 11:59 PM Pacific

## Salary Information

The high end of the salary range, Step M is typically a longevity step

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## Description



**Aquatic Land Technician, Property Acquisition Specialist 1 (PAS1)**

**Recruitment #2024-7-6277**

**Full-time, Permanent, Represented position**

**Location: Pacific Cascade Region- Chehalis, WA.**

**Work Hours and Partial Telework flexibility may be available and considered**

**Salary: \$3,643.00 - \$4,865.00 Monthly**

**Want to join something GREAT and make a difference?**

The Department of Natural Resources (DNR) has an exciting opportunity within our Aquatic Resources Division. Come help us manage state-owned aquatic lands so that our aquatic resources thrive, businesses grow, waterfront public access is provided, and salmon are preserved in perpetuity.

We are looking for a critical thinker with proficient soft skills who is flexible in decision-making. The ideal candidate can work on internal and external issues in an active, respectful, and professional manner. The **Property Acquisition Specialist 1 - Rivers District**, helps manage, protect, and restore 28 counties in southwestern and eastern Washington State. In covering 28 counties, Rivers District has a wide variety of support we provide to the Aquatic Resources Division. Rivers District supports the use of state-owned aquatic lands by working with lessees and those with other kinds of use authorizations to use these public aquatic lands with care—protecting habitat and whenever possible, including public access points in their lease.

The Property Acquisition Specialist 1 plays a key role in maintaining an inclusive and respectful work environment while working with internal employees, individual citizens, private industry, Tribes, government agencies, and partners to ensure resources are managed to preserve ecological and economic viability, including clean-up, pollution prevention, habitat conservation and protection, restoration, and assessment of proper use of state-owned aquatic lands. This is accomplished primarily through aquatic land leasing.

## Duties

**Responsibilities:**

- Work respectfully and professionally.
- Build professional relationships.
- Ensuring that the team achieves the DNR vision and mission and does so consistently with the DNR values and core competencies.
- Review Joint Aquatic Resource Permit Applications (JARPA) for requesting use authorizations.
- Research title and ownership information.
- Review and interpret surveys and aerial photographs; create vicinity maps and other GIS products.
- Work on the negotiation, processing, approval, and execution of property contracts.
- Review, track, and file local, state, and federal regulatory permits.
- Route and track documents through an internal review process.

- Compose and send correspondence to business partners, applicants, and or their agents.
- Perform audits on contracts.
- Review lease calculations performed by Land Managers to ensure accuracy.
- Independently conduct rent calculations.
- Request, track, and review insurance certificates and financial security instruments.
- Track financial accounts, audit billings, notify business partners of delinquent accounts, and work with internal staff and external parties to reconcile accounts.
- Ensure that the electronic and hard copy document file systems are current and accurate.
- Provide technical support and trainings to staff on our custom database systems.
- Update and keep district workflow tracking systems current.
- Receive public inquiries regarding the use and management of State Owned Aquatic Lands.
- Work in NaturE, GIS, SalesForce, and Microsoft.
- Coordinate file management with our Title and Records Office.
- Provide remote and in-person notary services.
- Act as a point of contact for facility maintenance requests.

## Qualifications

### Required Qualifications:

- Associate's Degree AND two years of work experience in natural resource management, real estate, forestry, science, engineering, land use or environmental planning, business, or other relevant field; OR a combination of education and/or equivalent experience.
- Experience with managing records and files.
- Knowledge of interpreting and enforcing contract terms.
- Experience working within a team.
- Knowledge of interpreting laws, regulations, and policies pertaining to the management of aquatic land.
- Proficient at using computers and software such as Microsoft Word, Excel, Outlook, and GIS.
- Proficient at speaking, writing, and reporting clearly and effectively.
- Demonstrated commitment to fostering and supporting an environment that honors diversity, equity, inclusion, and environmental justice practices.
- Perform assigned duties in a manner consistent with applicable laws, regulations and public records retention and requests are followed.
- Team Building
- Customer Service
- DNR Core Competencies:
  - Personal Accountability
  - Value Others

- Compassionate Communication
- Inspire Others
- Commitment to Excellence

### **Special Requirements and Conditions of Employment:**

- The work setting is primarily an office setting with minimal field time.
- Travel may be required to locations within the District or Olympia. Most travel is by car. Most travel requires less than two concurrent nights away. Overnight travel is unusual but may occur.
- A valid unrestricted driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.
- This position will be required to obtain and/or maintain a Washington State Notary License with remote and electronic notary endorsement upon hire.

### **Desired Qualifications:**

- Bachelor's Degree in natural resource management, real estate, forestry, science, engineering, land use, environmental planning, business, or other relevant field.
- Experience with insurance, securities, budget tracking, invoicing, and accounts receivable.
- Proficient at using an accounting or contract management system, such as NaturE or SalesForce.
- Experience working with leases or other legal contracts and ability to understand, interpret, and enforce contract terms such as rent, insurance, and financial security requirements.
- Experience in negotiating leases.
- Experience in laws, regulations, and policies pertaining to the management of state-owned aquatic lands.

**Don't let doubts stop you from applying for this position** - If you have any questions about the required qualifications or how your past experience relates to them, please contact us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). A note to potential candidates: Studies have shown that women, trans, non-binary, Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they feel they meet every qualification as described in a job description. We value diversity and inclusion in our organization, and we are looking for the best person for the job. Don't hesitate to apply!

## **Supplemental Information**

### **Application Requirements:**

- **Apply online:** at [www.careers.wa.gov](http://www.careers.wa.gov) (Click on the APPLY button above).

- **Letter of interest:** describing your specific qualifications to the position and position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** at least three professional references with current telephone numbers— you may attach a document, use the References text field in the online application, or include it with your resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- **Complete all supplemental questions.**
- Candidates who move forward in the recruitment process may be contacted via email at [info@governmentjobs.com](mailto:info@governmentjobs.com) with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

**Questions?** Please contact Jacquelyn Dent at [Jacquelyn.Dent@dnr.wa.gov](mailto:Jacquelyn.Dent@dnr.wa.gov) / (360) 669-3567 or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov).

For persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

### **About the Department of Natural Resources (DNR).**

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

**Our Vision** – Our actions ensure a future where Washington's lands, waters, and communities thrive.

**Our Mission** – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

#### **Our Core Values:**

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

#### **DNR provides excellent benefits, a few of which include:**

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)

- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

**Additional Information:**

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit [www.uscis.gov](http://www.uscis.gov).

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your social security number prior to attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email [CareersHelp@des.wa.gov](mailto:CareersHelp@des.wa.gov).

**Check us out on:** [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

**Agency**

State of Washington

**Address**

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