



DODGE COUNTY JOB POSTING

Internal and External Posting

Date Posted: 02/22/2019

Application Deadline: **03/29/2019 at 4:00pm**

Title: Land & Water Conservation/Healthy Soil & Water Intern

Department/Location: Land and Water Conservation Department

Reports to: County Conservationist

Status: Seasonal (May 28 – October 11), Up to 800 hours

Overall Purpose/Summary: Under the general direction of the County Conservationist, make landowner contacts to promote conservation practices for a variety of conservation programs administered by the Land and Water Conservation Department.

Education and Experience: Minimum of two (2) years of college. Agriculture/conservation experience is preferred. Must have personal automobile.

Knowledge, Skills, and Abilities

- Interest, course work, or degree in Agriculture or plant science field.
- Ability to understand and effectively carry out detailed instructions.
- Ability to work under pressure and meet deadlines; and desire to work outside in farm fields.
- Ability to organize data and information, and maintain scheduling requirements.
- Ability to maintain accurate and complete records.
- Ability to coordinate projects in an effective and efficient manner.
- Ability to establish and maintain effective public/employee working relationships, communicating effectively and carrying out an assignment efficiently and expeditiously.
- Ability to use computer programs such as Excel, Word, PowerPoint, or Publisher.
- Ability to work the length of this limited term position (approx. May 28 to Oct.).
- Must meet requirements of Dodge County Driver Qualification Policy.

Wage: \$10.00/hr.

****PLEASE NOTE THE NEW APPLICATION PROCESS BELOW****

Current Dodge County Employees: If you wish to be considered for this position, you must submit an online application for internal applicants. For position details, complete job description and to apply visit: <http://tinyurl.com/applydodge>

Outside Applicants: Dodge County now accepts online applications only. For position details, complete job description and to apply visit: <http://tinyurl.com/jobsatdodge>

***Please note, if you do not have access to a computer you may stop in at the Dodge County Human Resources Department or at Clearview to use a public computer or visit any local library.*

If you have any questions please feel free to contact Dodge County HR Dept. at 920-386-3690.
Thank you for your interest.