



# EMPLOYMENT APPLICATION

## Holt County Soil and Water Conservation District

Previous Work Experience (please list the most recent experience first and include U. S. Military Service)

<b>A</b>			
Name of Employer		Phone	Job Title
Address (street, city, state, Zip Code)		Supervisors Name and Title	
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

<b>B</b>			
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Describe Work Performed			
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Describe Work Performed			
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I certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the knowledge that any false or misleading statement or omission of material fact MAY BE SUFFICIENT CAUSE FOR DISMISSAL. I authorize the district to verify any of the information I have submitted in this application.

Signature \_\_\_\_\_

HOLT COUNTY SOIL & WATER CONSERVATION DISTRICT  
118 WEST DAVIS ST.  
MOUND CITY, MO 64470  
PHONE 660-442-3173

Qualification Standard

**Position:** District Technician

**Salary Range:** \$10.50-\$11.17 – Based upon experience  
Advancement opportunity available

**Benefits:** Paid leave, paid holidays, health insurance, retirement annuity  
District employees are not Missouri State employees

**Duties include:**

1. Assists in the planning, staking, program design and check-out of conservation practices while following Soil & Water Districts Commission policies and NRCS standards and specifications.
2. Advise users on the proper use and calibration of all district rental equipment. Responsible for routine maintenance and repairs on all district rental equipment (including no till drill, ditcher and mulcher).
3. Conduct annual maintenance follow-up visits on completed conservation practices.
4. Assist office staff with Information-Education activities, general clerical, greeting the general public, and other duties as assigned.

**Knowledge, Skills and Abilities Required:**

- Knowledge of computer systems and software, current environmental and agricultural issues, principals, techniques and terminology
- Ability to operate technical field equipment (i.e. GPS, survey equipment, etc.)
- Ability to communicate effectively, work independently, exercise sound judgement and discretion, complete assignments within specified timeframes, and use time wisely
- Ability to work outdoors under all types of weather conditions and travel over rough terrain
- Punctuality in reporting to work with minimal absenteeism in adherence to administrative policies and procedures

**Conditions of Employment:**

Applicants must possess a high school diploma or a GED certificate and a valid state driver's license. Reference and criminal record checks will be conducted for all prospective employee candidates.

*The Holt SWCD is an Equal Opportunity Employer.*