



Service, Science, Sustainability

Under the leadership of the Commissioner of Public Lands, our work at Department of Natural Resources (DNR) is done with the public's interest in mind, which means transparency and public knowledge. Our decisions are guided by sound science as we manage state trust lands, native ecosystems and natural resources. We support the vision of a sustainable future by protecting and managing the natural resources so future generations will have them.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees.

We have some of the most talented people in the industry. We honor diversity in the workplace and support one another with respect and trust. We invite you to learn more about our culture, our careers, and why some of the top forestry and natural science professionals have joined Washington DNR by visiting our [DNR website](#).

Derelict Vessel Removal Program Tech
Recruitment #2009-08-7029

JOB CLASSIFICATION: Natural Resource Technician 3

SALARY RANGE: \$2598 – \$3377 per month
This position is represented by the WPEA .
Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

LOCATION: Olympia, WA

CLOSES: August 26, 2009

POSITION PROFILE:

This position provides land tech support to the Derelict Vessel Removal Program in the Aquatic Resources Division, Operations Section by:

- Fostering interagency communication and coordination on derelict and abandoned vessel issues. Coordinating with program manager and federal, state and local entities on emergency issues.
- Processing vessel custody paperwork per RCW 79.100, including tracking timelines for DNR-sponsored derelict/abandoned vessel removals.
- Managing database information including the Derelict Vessel Inventory database, contractor database, and cost recovery tracking.
- Compiling information and managing contracts for vessel removal/disposal operations.
- Conducting cost recovery from derelict vessel owners including billing, tracking, and payment plan set up and initiation of collections actions.
- Conducting basic computer investigative research to support cost recovery.
- Applying for, and potentially administering implementation of, grants.

REQUIRED QUALIFICATIONS:

- Previous experience creating and managing Microsoft Access databases, writing and running queries, inputting data and creating reports.
- Effective writing skills with attention to detail. Experience writing letters, preparing legal documents, and preparing outreach materials.
- Experience working independently and prioritizing projects.
- Experience tracking multiple projects through multiple stages.
- Experience with state contracts; ability to understand, interpret, and enforce contract terms; negotiate, speak, write and report clearly and effectively.
- Experience reading laws and applying them to particular situations.
- Ability to problem solve independently and to work with minimal supervision.
- Good people skills: ability to effectively communicate with a diverse clientele, internal and external to the organization and to handle unpleasant situations in a professional, empathetic manner, mindful of agency goals.
- Effective organizational skills and follow-through on assignments.

DESIRABLE QUALIFICATIONS:

- Knowledge of laws, regulations and policies pertaining to the Derelict Vessel Act, the Fair Credit Reporting Act, aquatic land management and vessel registration.
- Experience with boating and boats. Knowledge of boating terms.
- Ability to understand and interpret maps, navigational charts and aerial photos.
- Basic familiarity with GIS and mapping.
- Experience with NaturE (DNR's account tracking system).
- Familiarity with Washington waters and geography

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including:

- [Medical](#), [dental](#), [life](#) and [long-term disability](#) insurance.
- Optional [long-term care](#), and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.

Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs

Join our job announcement mailing list and view all current job opportunities. Visit: [DNR Jobs](#)

This announcement is published by the Washington State Department of Natural Resources (DNR). DNR is an equal opportunity employer. Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Ability to occasionally work around the water in all weather conditions.
- The incumbent in this position is required to travel. Amount will be determined by grants received.
- Must have a valid driver's license and have two years of driving experience.
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position, please submit:

- A letter of interest describing how your experience and qualifications relate to the position profile, required and desired position qualifications, and special position requirements. Please indicate in your letter of interest how you learned of this opportunity.
- A completed application – [DNR Job Application](#) – and a résumé.
- An online **voluntary Applicant Profile Questionnaire**. *(This form is not required and is submitted online. Please do **not** print out and send in with application materials).*
- Two writing samples. *(Less than 5 pages total, please.)*
- Job offer contingent upon evidence of acceptable driving record.

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

Electronic method preferred

dnrrecruiting@dnr.wa.gov

OR other method

Roberta Searles
Department of Natural Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate recruitment number # 2009-08-7029 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Melissa Montgomery at phone number (360) 902-1574 or e-mail us at DNRrecruiting@dnr.wa.gov.