

Taylor County Board of Commissioners Job Opening:

Agriculture Clerk

The purpose of this position is to provide specialized administrative and clerical support to the Taylor County USDA Natural Resources Conservation Office. Candidate will work with the NRCS Office in Fort Valley, Georgia. This is a full-time position with benefits.

The *Agriculture Clerk* serves to facilitate the implementation of planned conservation practices. This position is to assist interested landowners with the NRCS application process and conservation practice implementation. The *Agriculture Clerk* is responsible for providing technical support to participants for planned conservation.

The task involves the following technical support:

- Assisting landowners with Farm Bill Program application process
- Design and layout of conservation practices
- Activities associated with various Farm Bill conservation programs contract development and management
- Contract planning
- Eligibility determinations
- Processing applications

MINIMUM QUALIFICATIONS

High School diploma or GED; supplemented by some vocational or technical training in office management or customer service; supplemented by two (2) year(s) of experience in customer service or office administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have a valid driver's license and provide 3 years driving record.

Salary based on knowledge and experience in this field.

Applications can be picked up at the NRCS Fort Valley Field Office or the Taylor County Board of Commissioners Office. Applications can be accessed on the web at <https://taylorcountyga.com/departments-administration.php>. Applications will be taken until position is filled.

Taylor County is an EOE.

For inquiries, contact District Conservationist, Jonjala Jackson at 478-721-3141 or jonjala.jackson@usda.gov.