

Jefferson County Soil and Water District Office Administrator/ Secretary duties include but not limited to:

- Greet landowners as they come into the office or on the phone.
- Performing clerical, secretarial, and bookkeeping work that is confidential for the Board of Supervisors of the Soil and Water Conservation District.
- Secretary to the Board of Supervisors, recording and maintaining official minutes of the monthly meetings.
- Maintains the financial records of the Soil and Water Conservation District prescribed by the Tennessee Department of Agriculture.
- Performs cost and budget analysis for cost share incentive practices we offer.
- Performs banking processes including deposits, check writing, reconciliation and maintaining bank balances.
- Presents a monthly financial report to the Board of Supervisors.
- Keeps the Board of Supervisors informed of changes that are being made that could affect the Soil and Water Conservation District Office.
- Attend workshops and annual conferences to learn more about Soil and Water Conservation and other office duties.
- Maintains a general office inventory including supplies, files, and equipment.
- Agricultural presentation with "Farm Day" for school age children trying to teach them about farming in general.
- Plan field days and other activities for the community to attend and learn more about what the Soil and Water Conservation District Office offers.
- Help NRCS with administrative and clerical duties according to USDA procedures.
- Submit reports and reimbursement form to the state for landowners practice payment.
- Assist other counties with their "Farm Day" activities.

This position comes with county benefits and state retirement. More details can be provided upon request. Please drop your resume off at the office: 319 Hwy 92 S Dandridge, TN 37725 or email to jeffcoswcdtn@gmail.com by 4:30 pm on Tuesday, April 22nd, 2025. You may contact the office at (865) 397 – 3151 ext. 3.