Mariposa County Resource Conservation District
P.O. Box 746
5039 Fairgrounds Road
Mariposa, CA 95338

Job Description – Farm Bill Assistant (Part Time)

Qualification Requirements

- High School diploma or GED (some college preferred with courses pertaining to resource conservation).
- Strong office skills including customer service, typing, filing/alphabetizing, etc.
- Solid working knowledge of various computer programs including Microsoft Word, Excel, PowerPoint, Publisher, Office, and Adobe Acrobat.
- GIS based knowledge is strongly preferred.
- Good organizational skills and attention to detail.
- Strong interpersonal skills, pleasant, outgoing and the ability to work closely with local producers, diverse community groups and professional peers.
- Strong writing and oral communications skills.
- Valid CA driver's license.
- Flexibility in working hours; average 32 hours per week as needed.

Duties and Responsibilities

The Farm Bill Assistant (FBA) will work under the direction of the USDA-Natural Resources Conservation Service (NRCS) District Conservationist (DC). The FBA will collect and process applications for various Farm Bill programs. They will advise applicants about program and eligibility requirements, assist applicants with filling out applications, answer program questions, create applicant and contract files and create basic GIS planning maps. The FBA will compile documents needed for payment requests, review documentation for accuracy and compliance with agency requirements and specifications, and process payments. The FBA will assist the Resource Conservation Assistant with duties associated with new/current/past Farm Bill contracts. The FBA will establish and maintain NRCS files and applicant/producer records, including receiving and assembling program applications, and collecting and processing program eligibility information. The FBA will keep customer files, notes and procedural handbooks/manuals current and up to date. Resource conservation is the central goal of our small multiagency office. The employee will be expected to assist with planning and organizing conferences and workshops, and to attend collaborative meetings, workshops and other events along with additional MCRCD and NRCS tasks as needed.

The employee must protect all sensitive Personally Identifiable Information (PII) data received from producers. This person must respect producer privacy and not discuss farm/ranching operations/contracts/plans with outside persons without producer approval. A violation of this can cause immediate termination.

Equal Employment Opportunity

The MCRCD is an equal opportunity employer and will consider all qualified applicants without discrimination on grounds of race, color, religion, sex national origin, age, marital status, disability, political affiliation or sexual orientation.