



## State of Washington Forest Practices Permit Specialist, Natural Resource Specialist 1 (NRS1)

<b>SALARY</b>	\$3,811.00 - \$5,177.00 Monthly \$45,732.00 - \$62,124.00 Annually	<b>LOCATION</b>	Skagit County - Sedro Woolley, WA
<b>JOB TYPE</b>	Full Time - Permanent	<b>JOB NUMBER</b>	2025-5-5256-03766
<b>DEPARTMENT</b>	Dept. of Natural Resources	<b>OPENING DATE</b>	05/28/2025
<b>CLOSING DATE</b>	6/11/2025 11:59 PM Pacific	<b>SALARY INFORMATION</b>	The high end of the salary range, Step M is typically a longevity step

### Description



Forest Practices Permit Specialist, Natural Resource Specialist 1 (NRS1)

Recruitment #2025-5-5256

Full-time, Permanent, Represented position

Location: Northwest Region - Sedro-Woolley, WA

**Relocation Compensation may be available and considered**  
**Salary: \$3,811.00 - \$5,177.00 Monthly**

**Review of applications is ongoing.** We reserve the right to make a hiring decision or close this recruitment at any time after 6/4/25. It is in your best interest to submit materials as soon as possible.

**Want to join something GREAT and make a difference?**

The Department of Natural Resources (DNR) has an exciting opportunity within our Northwest Region as a **Forest Practices Permit Specialist, Natural Resource Specialist 1 (NRS1)**.

Do you have a passion for environmental protection and public service? Do you want to ensure Washington continues to be a place with a sustainable future with fish, wildlife, clean water, and a viable timber industry?

The Northwest Region is looking for an enthusiastic person with a demonstrated ability to organize, prioritize, and work within tight schedules and timelines to join our Forest Practices team in Sedro-Woolley, WA. The Forest Practices Permit Specialist (NRS1) position supports the DNR's mission through the Department's role in implementing the Forest Practices Act on private, state, and local government forestlands. This position works collaboratively with a diverse group of landowners, foresters, consultants, geologists, local government entities, tribes, biologists, and other professionals to protect our natural resources. Working under general supervision, this position makes decisions and performs duties independently by applying guidelines established by WACs, RCWs, Forest Practices Habitat Conservation Plan, and forest practices policies and procedures. This position evaluates Forest Practices applications and uses professional judgment and knowledge to analyze and classify applications. Additionally, the Permit Specialist provides technical support and consultation to forest landowners, agencies, local government entities, and the public regarding understanding and interpreting forest practices rules. The duty station for this position is located in Sedro-Woolley, WA, in the scenic Skagit Valley. World-class outdoor recreation opportunities abound in the area. The main entrance to North Cascades National Park is only a one-hour drive to the east. The San Juan Islands can be accessed from Anacortes, just a 45-minute drive west. Additional recreation opportunities can be found in the surrounding Mt. Baker/Snoqualmie National Forest and state forest trust lands. For more urban experiences, Seattle, WA, and Vancouver, B.C, are each only an hour and a half drive away.

## **Duties**

### **Responsibilities:**

- Using mapping software, review FPAs for potential resource impacts.
- Assist the FP Coordinator with responding to complaints and public disclosure requests.

- Draft and coordinate correspondence with applicants, public stakeholders, and other governmental bodies.
- Evaluate and classify Forest Practices Applications (including aerial chemical spray and hydraulic projects) and associated documents for completeness and consistency.
- Educate and provide technical assistance to landowners regarding forest practices rules.
- Respond to and resolve general complaints and requests for information.
- Prepare and process notifications and enforcement documents accurately and within mandated timeframes.
- Manage records and public disclosure requests.
- Participate in Staff meetings, Timber Fish and Wildlife (TFW) meetings, trainings, and region or program-wide meetings.
- Implements procedural changes as directed by the Forest Practices Coordinator, Forest Practices District Manager, or Forest Regulation Division.
- May participate in the Wildfire Program in a voluntary capacity.

## Qualifications

### Required Qualifications:

- Associate degree in natural resource management, business administration, or related field AND two (2) years of progressively responsible experience in office/clerical administrative work with a strong emphasis in customer service;  
OR a combination of education and/or experience.
- Advanced knowledge in the use of software applications such as Microsoft Word, Excel, SharePoint, and Adobe products.
- Demonstrated ability to organize, prioritize, and work within tight schedules and timelines with attention to detail.
- Strong oral, written, and interpersonal communication skills, including demonstrated ability to clearly articulate information to a variety of audiences.
- Excellent customer service skills.
- Commitment to fostering and supporting an environment that honors diversity, equity, inclusion, and environmental justice practices.
- Perform assigned duties in a manner consistent with applicable laws, regulation,s and public records retention and requests are followed.
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication
  - Inspire Others

- Commitment to Excellence

### Special Requirements and Conditions of Employment:

- The primary work environment is in an office setting with the possibility for extended periods of sitting or standing. There is occasional time outdoors with field foresters or other staff in rugged settings. The assigned duty station is the Northwest Region Headquarters Office in Sedro-Woolley, WA.
- Position requires occasional travel to meetings. Some overnight stays may be required. The employee is eligible for per diem and lodging costs when in travel status, except when provided by the agency.

### Desired Qualifications:

- Knowledge of the Forest Practice Act and associated rules, and relationships to other environmental laws, policies, procedures, and agency practices.
- One (1) or more years of experience using ArcGIS or similar mapping tools, including reading and interpreting legal descriptions, topography, and aerial photos.
- Experience in interpreting and explaining complex rules and laws.
- Experience working in a team environment.
- Knowledge and proficiency with Department of Natural Resources programs, operations, and software, including: FPARS, FPETS, WTA, FPRAM, and NaturE

**Don't let doubts stop you from applying for this position.** If you have any questions about the required qualifications or how your experience relates to them, please contact us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). A note to potential candidates: Studies have shown that women, trans, non-binary, Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they feel they meet every qualification as described in a job description. We value diversity and inclusion in our organization, and we are looking for the best person for the job. Don't hesitate to apply!

### Supplemental Information

**Application Requirements:** Failure to provide the listed documents may result in disqualification. If you have questions or difficulty attaching these documents, please contact [dnrrecruiting@dnr.wa.gov](mailto:dnrrecruiting@dnr.wa.gov).

- **Apply online** at [www.careers.wa.gov](http://www.careers.wa.gov) (Click on the APPLY button above).
- **Letter of interest:** describing your specific qualifications for the position and the position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** 3-5 professional references with current telephone numbers, to include your 2 most recent supervisors. You may attach a document, use the References text field in the online application, or include it with your resume.

- **Important:** Do not attach any documents that include photos or private information (Social Security number, year of birth, etc.).
- **Complete all supplemental questions.**
- Candidates who move forward in the recruitment process may be contacted via email at [info@governmentjobs.com](mailto:info@governmentjobs.com) with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

**Questions?** Please contact Braelyn Hamilton at [Braelyn.Hamilton@dnr.wa.gov](mailto:Braelyn.Hamilton@dnr.wa.gov)/360-628-1095 or email us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov)

Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

### **About the Department of Natural Resources (DNR).**

At DNR, we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

**Our Vision** – Our actions ensure a future where Washington's lands, waters, and communities thrive.

**Our Mission** – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

#### **Our Core Values:**

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

#### **DNR provides excellent benefits, a few of which include:**

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid

- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

**Additional Information:**

This recruitment may be extended and used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit [www.uscis.gov](http://www.uscis.gov).

Veterans wishing to claim Veteran's preference, please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your Social Security number before attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing, or completing your application, call 360-664-1960 or 1-877-664-1960 or email [CareersHelp@des.wa.gov](mailto:CareersHelp@des.wa.gov).

**Check us out on:** [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

## Benefits

**More than Just a Paycheck!**

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

**Read about our benefits:**

*The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.*

**Note:** *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

**Insurance Benefits**

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

**Retirement and Deferred Compensation**

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems'](#) web site.

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.



**Social Security**

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

**Public Service Loan Forgiveness**

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

**Holidays**

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

**Note:** Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

**Sick Leave**

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

**Vacation (Annual Leave)**

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165](#)(1) or the applicable collective



bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

**Note:** Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

### **Military Leave**

Washington State supports members of the armed forces with 21 days paid military leave per year.

### **Bereavement Leave**

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

### **Additional Leave**

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

## Employer

State of Washington

## Address

View Job Posting for Agency Information

View Job Posting for Location, Washington, 98504

## Phone

View Posting for Agency Contact

## Website

<http://www.careers.wa.gov>

# Forest Practices Permit Specialist, Natural Resource Specialist 1 (NRS1) Supplemental Questionnaire

## \*QUESTION 1

Please describe what interests you about the Department of Natural Resources.

## \*QUESTION 2

Please describe what a work environment based on diversity, equity, inclusivity and belonging means to you.

## \*QUESTION 3

Do you have an associate degree in natural resource management, business administration or related field AND two (2) years of progressively responsible experience in office/clerical administrative work with a strong emphasis in customer service? OR a combination of education and/or experience?

☐ Yes

☐ No

## \*QUESTION 4

How do you rate your skill level using software applications such as Microsoft Word, Excel, SharePoint and Adobe products?

☐ Beginner (little or no experience, but interested and willing to learn)

- ☐ Developing/Intermediate (working knowledge)
- ☐ Skilled/Advanced (working knowledge, uses software frequently)
- ☐ Expert (exceptional knowledge, recognized as expert user)

#### \*QUESTION 5

Do you have demonstrated ability to organize, prioritize, and work within tight schedules and timelines with attention to detail?

- ☐ Yes
- ☐ No

#### \*QUESTION 6

Please describe a time when you had multiple projects or tasks to organize and prioritize and how you completed them on time and with a high level of accuracy.

#### \*QUESTION 7

Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our agency in the United States?

- ☐ Yes
- ☐ No
- ☐ Unsure

#### \*QUESTION 8

Where did you originally hear about this job posting?

- ☐ [www.dnr.wa.gov](http://www.dnr.wa.gov)
- ☐ [www.careers.wa.gov](http://www.careers.wa.gov)
- ☐ WA WorkSource office or WorkSourceWA.com
- ☐ Governmentjobs.com
- ☐ Monster

- ☐ Indeed
- ☐ LinkedIn
- ☐ Twitter
- ☐ College/university website/career fair
- ☐ Handshake
- ☐ Newspaper
- ☐ Direct Email Notification
- ☐ Statewide Employee Business Resource Groups (BRG)
- ☐ Professional/Personal Network
- ☐ Job Board
- ☐ Job Fair
- ☐ Zip Recruiter
- ☐ Diversity Jobs
- ☐ Facebook
- ☐ Other (please specify below)

### QUESTION 9

**If you answered "other" to the previous question, please specify where you originally learned of this employment opportunity in the space below.**

\* Required Question