



State of Washington
Leasing Specialist, Natural Resource Specialist 2 (NRS2)

SALARY	\$4,299.00 - \$5,783.00 Monthly \$51,588.00 - \$69,396.00 Annually	LOCATION	Kittitas County – Ellensburg, WA
JOB TYPE	Full Time - Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2026-1-6361-00188	DEPARTMENT	Dept. of Natural Resources
OPENING DATE	01/08/2026	CLOSING DATE	1/22/2026 11:59 PM Pacific
SALARY INFORMATION	The high end of the salary range, Step M is typically a longevity step		

Description



Leasing Specialist, Natural Resource Specialist 2 (NRS2)**Recruitment #2026-1-6361****Full-time, Permanent, Represented position (WPEA)****Location: Southeast Region- Ellensburg, WA****Work Hours and Partial Telework flexibility may be available and considered****Relocation Compensation may be available and considered****Salary: \$4,299.00 - \$5,783.00 Monthly**

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 1/15/25. 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 Southeast Region as a **Leasing Specialist, Natural Resource Specialist 2 (NRS2)**.

This position is a main point of contact for the region's agriculture and non-agriculture leases and lease-related documents, data, and financial records. This position works closely with region leasing staff, reviewing leases, conducting lease audits, and providing input to ensure lease requirements and processes are followed, and provides guidance, consultation, and expertise in the maintenance, training, and troubleshooting of the agency's data management systems (NaturE/LAMS) as it pertains to leasing. The person in this position oversees lease finance account management, which includes inputting lease financial data into the system, setting up payment schedules, generating invoices, tracking revenue, and tracking payments. This position works under the Region's NRS6 District Manager position and works alongside a team of Natural Resource Specialists to help prepare and problem-solve lease documents. This position advises the team to ensure proper use of lease templates, forms, and language, and consults with the leasing team throughout the development of the lease so it's correct and accurate. This position serves as the region's designee for reporting, research, individual lease analysis, and consultative services for lease finances and provides general oversight and direction on the financial aspects of leases in the region. This position supports the agency's Vision, Mission, and Guiding Principles outlined in the Strategic Plan by ensuring and maximizing financial returns on investments resulting in the best possible outcome for the State of Washington and the Trust Beneficiaries.

Duties**Responsibilities:**

- Oversees and regulates the administration of agreements, leases, and related documentation for Southeast Region agriculture leases, telecommunication leases, special use leases, and land use licenses. Coordinates the region's

reporting, research, and individual lease analysis. Consults with field staff on finances related to leases and agreements.

- Serves as a lead for Southeast Region for the agency's data management systems (NaturE/LAMS) for program leases and agreements. Provides training, knowledge and support to the team related to the lease data management system.
- Manages lease revenue tracking and ensures accurate and complete finance account management independently.
- First point of contact for public inquiries regarding the program, its leases, opportunities, finances, and other related matters.

Qualifications

Required Qualifications:

- A bachelor's degree involving major study in natural resources, general agriculture, range management, or other ag-related field;
OR an equivalent combination of education and/or experience.
- Experience working with contracts and/or legal documents.
- Working knowledge of legal descriptions and map interpretation.
- Experience managing large electronic databases.
- Experience prioritizing workloads and meeting deliverables on multiple projects with strict and competing deadlines.
- Written, verbal, and interpersonal communication skills and the ability to resolve conflicts, write effectively, and communicate with diverse groups of internal and external customers.
- Ability to work independently and as part of a team to develop and achieve department and project goals.
- Familiarity with RCWs and WACs.
- Familiarity with word processing, spreadsheet, presentation, and other professional software.
- 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, regulations, 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:

- Office environment with the main headquarters in Ellensburg.
- Position requires a minimal amount of time in the field, traveling between sites in the region. Some trips may occur to other regions for meetings and training.

Desired Qualifications:

- Experience with SAP and NaturE document computer programs.
- Familiarity with agency policies and procedures for Agriculture, Communication sites, Special use, and Mining programs.

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. 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.

- **Apply online:** at 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:** References are optional at the time your application is submitted. Finalists will be asked to provide a list of at least 3 professional references with current telephone numbers, including your current or most recent supervisor.
- **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 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 Teri Olin at 509-306-6905 or email us at 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. 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.

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.

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, or for loss of pregnancy, are entitled to five (5) 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 01-07-2026

Employer

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Website

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

Leasing Specialist, Natural Resource Specialist 2 (NRS2) 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

Please describe how you would address a financial risk or discrepancy in a lease agreement that you're reviewing or has already been executed. What steps would you take to mitigate risk?

*QUESTION 4

Please select which of the following best describes your education and/or experience:

- I have a bachelor's degree involving major study in natural resources, general agriculture, range management or other ag related field.
- I have a combination of education and/or experience equivalent to a bachelor's degree involving major study in natural resources, general agriculture, range management or other ag related field.
- None of the above.

*QUESTION 5

Do you have experience working with contracts and/or legal documents?

- Yes
- No

*QUESTION 6

Do you have working knowledge of legal descriptions and map interpretation?

Yes

No

***QUESTION 7**

Do you have experience managing large electronic databases?

Yes

No

***QUESTION 8**

Do you have experience prioritizing workloads and meeting deliverables on multiple projects with strict and competing deadlines?

Yes

No

***QUESTION 9**

Do you have a valid driver's license and at least two years of driving experience?

Yes

No

***QUESTION 10**

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 11**

Where did you originally hear about this job posting?

www.dnr.wa.gov

- 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 12

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

* Required Question