



*Emmons County Soil Conservation District
318 S. Broadway Street
Linton, ND 58552
701-254-4791 Ext. 3*

The Emmons County Soil Conservation District is hiring a full-time, with optional 4 day/week during the off season, District Technician. Main job duties include planning and planting trees and promoting conservation through outreach events. Wage based on experience. Benefits include paid time off, holidays, insurance and retirement. Application packets with full job descriptions can be obtained by one of our contact methods below. Please include a cover letter. Resume and cover letter will be accepted in lieu of application packet.

Deadline to submit applications is COB March 17, 2026.

318 S Broadway St
Linton, ND 58552

emmonscountyscd@outlook.com

<https://www.emmonscountyscd.com/>

(701) 254-4791 ext: 101

POSITION DESCRIPTION

Title: District Technician

Duties & Responsibilities:

1. Promote conservation practices through cooperators & follow up
2. Maintain daily contact with the office. Notifying of any change in schedules
3. Assesses the need for conservation work within the district & recommends actions & programs
4. Maintain personal contacts with cooperators
5. Knowledge of conservation program guidelines & practice specifications
6. Maintains a cooperative relationship with natural resources agencies operating within the district
7. Identify sources & recommends action for the district board to secure the needed personnel for district operations
8. Keeps district board informed of action taken, trends in conservation work & issues in which the district operations
9. Keeps abreast of all federal, state, and local laws that affect the conservation work within the district
10. Coordinates the district equipment & rental program
11. Assume responsibility & exercise own initiative in furthering district programs
12. Prepares & presents conservation program to schools, groups & agencies
13. Assist NRCS personnel assigned to the district
14. Enter onsite & office contact & plan development into Conservation Desktop
15. Prepares & presents conservation programs to schools, groups, & agencies
16. Advise NRCS personnel of landowners needing technical assistance
17. Cooperates with NRCS personnel in carrying out conservation programs
18. Assist with gathering data needed for conservation plans
19. Assist with conservation practice design, layout, installation & associated paperwork
20. Apply conservation practice according to NRCS specifications
21. Assists with report writing & conservation plan development
22. Participates in developing districts annual & long range plan of work
23. Report monthly to district board on activities & accomplishments
24. Keep an up to date log on daily activities to present at the monthly district board meeting
25. Publicize conservation efforts in cooperation with NRCS district conservation & other district staff through news articles
26. Record farmers contacts & significant follow up in cooperator file assistance notes
27. Manage district programs
28. Coordinate requests for assistance with NRCS & other appropriate resource agencies
29. Provides assistance to cooperators applying practices
30. Seek follow up on practices installed on evaluate their effectiveness
31. Operate district & NRCS equipment safely for authorized purposes only
32. Become familiar with NRCS field office technical guide for conservation practice specifications

33. Be familiar with the published soil survey book & its uses in planning conservation practice specifications
34. Attend training sessions when approved by the district board
35. Supervise the tree planting crew to make sure trees are planted according to plan
36. Maintain district equipment, buildings & property
37. Planning, planting, and checkout of machine tree plantings and machine fabric installation
38. Perform other related duties as requested by the district board

Supervision:

- This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS district conservationist on the office may be designated to be directly responsible for the day-to-day duties of this position

Performance Review:

- Your performance of each duty in this position will be evaluated against the requirement developments developed for your position. A formal review will be completed by your supervisor on a yearly basis & will be discussed with you. Your performance rating is an overall evolution of your performance in the judgement of your supervisor. It will be the basis of any merit pay increase granted by the district board

Wages:

- Document the following salary information for the District Technician
 - Wage for position. Probationary period. Overtime & credit leave policy. Workweek hours

Benefits:

- Documents the following benefits being provided to the District Technician
 - Annual, Sick, Family, Funeral, Military, Jury, & Witness Leave. Holidays. Insurance. Retirement

EMMONS COUNTY SOIL CONSERVATION DISTRICT



Employment Application

318 S Broadway St | Linton ND 58552 • (701) 254-4791 Ext. 3 • emmonscountyscd@outlook.com

DATA PRIVACY NOTICE: The information requested on this application is intended to be used by the Emmons County Soil Conservation District in determining suitability for employment for the position that you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the Emmons County Soil Conservation District being unable to offer employment to you. The information on this application, which is classified as private data and will not be released outside the County without your consent except as necessary for tax purposes or otherwise required by state or federal law.

COMPLETE INFORMATION: You may complete portions of the application by marking it "see resume". You should, however, supply all of the information requested either on this form or in your resume.

APPLICANT INFORMATION										
Last Name		First		M.I.		DOB				
Street Address						Apartment/Unit #				
City				State			Zip Code			
Phone				Email Address						
Date Available				Social Security #			Desired Salary			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the US?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
EDUCATION										
High School			Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
College			Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other			Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
REFERENCES										
<i>Please list three professional references</i>										
Full Name			Relationship							
Company			Phone							
Address										
Full Name			Relationship							
Company			Phone							
Address										
Full Name			Relationship							
Company			Phone							
Address										

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$

Responsibilities

From		To		Reason for Leaving	
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May we contact your previous supervisor for a reference? YES NO

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$

Responsibilities

From		To		Reason for Leaving	
------	--	----	--	--------------------	--

May we contact your previous supervisor for a reference? YES NO

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$

Responsibilities

From		To		Reason for Leaving	
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May we contact your previous supervisor for a reference? YES NO

PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? YES NO

VETERANS STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are otherwise eligible to claim Veteran’s Preference Points? YES NO

Do you wish to claim Veteran’s Preference Points? YES NO If you are a disabled Veteran and wish to claim additional points, check here:

DISCLAIMER AND SIGNATURE

I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize the Emmons County Soil Conservation District to investigate all statements made in this application, as necessary, to consider this application. I understand that giving false or misleading information in my application or interview(s) will disqualify me from consideration. I understand that if the Emmons County Soil Conservation District hires me, I am subject to discharge if I provide false information or omit information with this application, regardless of when it is discovered.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the Emmons County Soil Conservation District Board of Supervisors, and that until such approval, the Emmons County Soil Conservation District shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all former employers, organizations where I have volunteered and references named in this application, or any agent thereof, to release to the Emmons County Soil Conservation District and its agents any and all information regarding my job performance and fitness/qualification to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the Emmons County Soil Conservation District will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

Signature	Date
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