

Description of Duties for the Agricultural Permitting Unit Intern

The Agricultural Permitting Unit (Unit) is tasked with evaluating agricultural water withdrawal applications, developing permits for the Director's review, and investigating permit compliance issues for the State of Georgia. Our unit maintains paper and digital permit files and electronic databases.

An intern would be expected to accomplish the following office-based, data entry and filing tasks:

- Scanning and uploading paper files. We have many paper records that need to be scanned and uploaded.
- General filing. There are hundreds of forms from another location that need to be merged with our files.
- Stuffing envelopes. We frequently mail large batches of letters.
- Prepare permit and application files for EPD staff to process. An intern would be expected to locate and retrieve the paper file, review the paper file to verify required documents have been submitted, sort these files by type of request, and deliver to the appropriate staff member.
- Verify property ownership and current addresses for permits and applications using Qpublic website and/or making phone calls. Record updated ownership information in the unit's database.

EPD staff would provide program specific training for using Qpublic, the Unit's database, and geospatial software. There will be opportunities for more advanced training based on the intern's level of interest.

Our Unit has approval for an intern to work up to 20 hours per week for up to six months. This work would need to be performed between 8:00 am and 4:30 pm, Monday through Friday. The work schedule can be flexible to accommodate class work. This position will directly report to Marjie Roquemore of the Unit.

The hourly pay for this position is \$10.00 per hour.

If you are interested in applying for this position, please submit a resume directly to:

marjie.roquemore@dnr.ga.gov