



# Jackson County, Iowa Temporary Position Announcement



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- Position: Intern—summer 2019
- Department: Environmental Health & GIS Departments
- Job Summary: Utilize ArcGIS Collector and Desktop applications to map locations of septic systems and wells in Jackson County, Iowa. Daily activities will primarily consist of collecting field data, with a minor GIS post-processing component in the office and assistance with Environmental Health operations as needed, such as water sampling.
- Job Requirements: Must have academic or professional experience working with a Geographic Information System (GIS) and a basic understanding of fundamental GIS concepts and applications. Candidate will be required to provide their own vehicle to drive to data collection sites, as well as a mobile device, such as a smartphone or tablet, for use in the field. It is imperative that the applicant be capable of working independently without immediate supervision and be able to display professionalism and respectfully interact with the general public. This position will require prolonged periods of time outdoors and on your feet along with regular interaction with residents. Intern will be expected to catalog daily activities, including mileage and submit a written completion report to summarize accomplishments at the end of their term.
- Rate of Pay: \$13.00-\$15.00/hour contingent on experience, plus \$0.45/mile mileage
- Standard Hours: Monday-Friday, 8:30 AM—4:30 PM (with 1-hour lunch break), Summer 2019 only
- Start Date: June 2019 (tentative)
- To Apply: **Submit application, cover letter, resume and references** to Environmental Health and GIS offices 201 W Platt St, Maquoketa, IA 52060, located in the basement of the Jackson County Courthouse, or by email to [hbrusnahan@co.jackson.ia.us](mailto:hbrusnahan@co.jackson.ia.us)
- Deadline: Applications will be accepted until 4:30 PM on May 31, 2019
- Contact: Forward any questions regarding this position to Heather Brusnahan, Jackson County GIS Specialist (563)652-1754 [hbrusnahan@co.jackson.ia.us](mailto:hbrusnahan@co.jackson.ia.us) or Kimberly Grandinetti, Jackson County Environmental Health Administrator (563) 652-1729 [kgrandinetti@co.jackson.ia.us](mailto:kgrandinetti@co.jackson.ia.us)

# JACKSON COUNTY ABBREVIATED APPLICATION

Jackson County is an equal opportunity employer. We consider applicants without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability or any other legally-protected status.

Jackson County complies with all applicable Veteran's Preference requirements.

**Completed application must include cover letter, resume and references to be considered.**

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Last Name	First Name	Middle Name		
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Address	Street	City	State	ZIP Code
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Telephone(s)			Date available for work	

The best time to contact you is \_\_\_\_\_:\_\_\_\_\_ AM / PM

The position I am applying for is:ENVIRONMENTAL HEALTH & GIS SUMMER INTERN Today's Date: \_\_\_\_\_

How did you learn about the position? \_\_\_\_\_  
(Newspaper, radio, personnel announcement, walk in, etc.)

Do you possess a valid Driver's License? Yes\_\_\_ No\_\_\_ DL No. \_\_\_\_\_

Do you possess a valid CDL License? Yes\_\_\_ No\_\_\_ Class of CDL \_\_\_\_\_

Are you a US Veteran? Yes \_\_\_ No \_\_\_ Are you a member of the reserves or national guard? Yes \_\_\_ No \_\_\_  
*Those wishing to claim Veteran's Preference **MUST SUBMIT PROOF OF SERVICE (DD214)** with includes dates of active duty.*

Are you available to work: Full Time\_\_\_ Part Time\_\_\_ Summer\_\_\_ Temporary\_\_\_

Have you ever filed an application with Jackson County? Yes\_\_\_ No\_\_\_ If yes, Month/Year \_\_\_\_\_

Have you ever been employed by Jackson County? Yes\_\_\_ No\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Do you have any friends or relatives employed by Jackson County? Yes \_\_\_ No \_\_\_ If yes, name, relationship and department in which they are employed: \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_ Are you at least 18 years of age? Yes\_\_\_ No \_\_\_

Are you available to work overtime if required? Yes\_\_\_ No\_\_\_ Are you willing to travel if required? Yes\_\_\_ No\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes\_\_\_ No\_\_\_  
*(Proof of identity and eligibility will be required upon employment.)*

Have you ever been convicted of a crime (other than a minor traffic violation)? Yes\_\_\_ No\_\_\_ If yes, please indicate the nature of the offense, date, state and disposition: \_\_\_\_\_

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*A conviction record is not an automatic bar to employment and the nature, regency and disposition of the offense will be considered only as it relates to the job for which you are applying.*

**Return original signed application to:**

**Jackson County  
Attn: GIS & Health Departments  
201 W Platt Street  
Maquoketa, IA 52060**

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**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being considered at that time.

I hereby acknowledge that any employment relationship with Jackson County is of an at-will nature, which means that the employee may resign at any time and that Jackson County may discharge at any time with or without cause. I understand neither this document nor any offer of employment from Jackson County constitutes an employment contract unless a specific document to that effect is executed by Jackson County and be in writing.

I hereby acknowledge that as a condition of employment I may be required to submit to, and successfully pass, a criminal background check, credit history check, post-offer pre-employment physical and drug screen.

In the event of employment, I understand that false or misleading information given in my application or interview(s) shall be considered sufficient cause for dismissal. I further understand that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I agree to employment entrance exams, if necessary, at Jackson County cost. I understand that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date