



The Minnesota Board of Water and Soil Resources (BWSR) is the state's soil and water conservation agency. BWSR works with partners to prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; improve soil health; and protect wetlands. BWSR's mission is to work with partners to improve and protect Minnesota's land and water resources. The 20-member BWSR Board consists of representatives of local and state government agencies and citizens.

Working Title: Office Administrative Assistant
Job Class: Office and Administrative Specialist, Senior
Agency: Water & Soil Resources Board

Job Details

- **Job ID:** 93133
- **Location:** Various
- **Telework Eligible:** Yes, hybrid
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** This vacancy is open for bids and for all qualified job seekers simultaneously.
- **Date Posted:** 03/27/2026
- **Closing Date:** 04/02/2026
- **Hiring Agency/Seniority Unit:** Water and Soil Resources Board
- **Division/Unit:** Strategies & Operations Division / Organizational Effectiveness Section
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes (up to 5%)
- **Salary Range:** \$22.23 - \$30.09 / hourly; \$46,416 - \$62,827 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 206 AFSCME Clerical
- **Work Area:** Organizational Effectiveness
- **FLSA Status:** Nonexempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

This position will work out of the Marshall or Rochester office and may have the option to telework.

This position exists to provide direct senior administrative and office support to the Board of Water and Soil Resources (BWSR). The Office and Administrative Assistant, Senior, will work with regional office staff and agency senior leaders' staff to ensure consistent and reliable statewide service in all our program areas. This role will also ensure that appropriate documentation is received for program management and fiscal oversight.

Qualifications

Minimum Qualifications

To facilitate proper years of service crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

Communication skills sufficient to use business grammar, spelling, and punctuation to write, develop, and edit reports, letters, procedures, presentations, and other documents

Customer service skills sufficient to respond effectively to clients, coworkers, and customers who have questions about agency operations and procedures (in person, in writing, on the phone, and through presentations and other correspondence)

Data entry skills sufficient to receive and review documents, compare documents to database information, and edit documents

Administrative and procedure development skills sufficient to develop and implement administrative and program policies, procedures, and service standards in cooperation with management

Spreadsheet management skills sufficient to use computer software applications and use advanced spreadsheet features such as formula creation to manipulate and sort data

Word processing skills sufficient to prepare, edit, and finalize emails, memos, reports, and/or other documents and types of written communication that are grammatically correct, in proper format, and free of spelling errors

Accounting/budgeting/expense experience managing, preparing, and submitting financial and accounting paperwork, such as expense reports.

Preferred Qualifications

Two (2) or more years of experience providing administrative support functions, such as drafting and editing documents, sorting mail, coordinating purchasing and procurement processes, organizing inventory, or maintaining and using basic office equipment like printers and copiers

Knowledge of accessibility principles, including digital accessibility standards.

Experience with MN state government purchasing policies and procedures.

Proficiency with Microsoft Office products (Word, Outlook, Excel, PowerPoint, etc.)

Additional Requirements

The Board of Water and Soil Resources will not sponsor applicants for work visas, including STEM OPT extensions. All applicants must be legally authorized to work in the US.

It is the policy of the Board of Water & Soil Resources that all candidates submit to a background check prior to employment. All job offers are contingent upon passing the following components:

- Employment Reference Check
- SEMA4 Records Check
- Criminal History Check
- Conflict of Interest Review
- Education/License Verification
- Driver's License DMV Check

Application Details

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact Jenny Gieseke at jenny.gieseke@state.mn.us

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Tracy Ohmann at tracy.ohmann@state.mn.us.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.