

JOB OPPORTUNITY

The Benton County Soil and Water Conservation District is accepting applications for the position of District Secretary.

OVERVIEW

*Under the guidance of Benton County Soil and Water Conservation District (SWCD) Board of Supervisors, the role of the District Secretary is to provide managerial, accounting, administration, educational and technical support. He/she shall work effectively with our conservation partners and our existing network of educational professionals to promote the conservation directives and initiatives of the Benton County Soil and Water Conservation District Board.

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The duties listed are representative of the knowledge, skill, and/or ability required. A full job description is available upon request.

Resumes can be dropped off at the Benton County
Mayor's Office located at:

21 N. Forrest Avenue

Camden, TN 38320

731-584-6011

Or emailed to rhonda.miller@bentoncountyttn.gov

The deadline to submit resumes will be
Friday, September 11, 2026 by 3 p.m. and must be
submitted to the Benton County Mayor's Office
at the address listed above.