

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Pollution Control.

Position: Special Projects Officer III
PIN: 8014
Starting Salary: \$31,201.12
Location: OPC Administration

Minimum Qualifications:

A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Three (3) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

OR

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Four (4) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Eight (8) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the two (2) years of line or functional supervision.

Primary Functions:

- Manage OPC's public notice documents. Review, code and submit to Accounting.
- Assist OPC liaisons/staff with and process travel authorizations/vouchers, while adhering to the MDEQ Travel Policy and DFA Travel Policy/procedures.
- Assist OPC liaisons/staff with and process requisitions and invoices while adhering to MDEQ and DFA procedures.
- Process OPC tuition reimbursement requests.
- Assist as backup for OPC Administration SPO III staff with fleet documentation/requirements including vehicle mileage logs, reporting, electronic filing and special requests.
- Develop/evaluate/revise standard operating procedures for various functions of OPC Administration.
- Manage/assist with special projects.
- Coordinate/assist Agency's Property Manager during the annual inventory audit in respect to OPC's inventory.
- Provide assistance/support to OPC Administration staff including miscellaneous tasks such as but not limited to maintaining records, scanning, shredding and filing.
- May require contact with other agencies or outside organizations.