

# MDEQ JOB ANNOUNCEMENT



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

**Position:** Administrative Assistant VII

**PIN:** 5359

**Starting Salary:** \$34,404.06

**Location:** Administration

**Minimum Qualifications:**

A Master's Degree from an accredited four-year college or university;

**AND**

Four (4) years of experience in work related to the described duties.

**OR**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

Five (5) years of experience in work related to the described duties.

**OR**

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

**AND**

Nine (9) years of experience in work related to the described duties.

**Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

**Primary Functions:**

Assists the Office Director in the day-to-day operations of the Office of Geology by providing assistance in managing daily office routine (e.g., organize and schedule meetings, draft and prepare correspondence, maintain calendar, prepare and disseminate written and verbal information for office, completes various forms)

Manages the operation of the office of Geology's purchasing and travel functions

Assists with map and publication sales

Provides support and assistance to the Coal and Surface Mining Division