

MDEQ JOB ANNOUNCEMENT



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

Position: Administrative Assistant V
PIN: 5397
Starting Salary: \$28,579.68
Location: Administration

Minimum Qualifications:

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

AND

Two (2) years of experience in work related to the described duties.

OR

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

AND

Three (3) 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

Seven (7) 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:

- Support OPC Administration Division which includes the File Room.
- Process business card, tuition reimbursement, supply room and copier paper requests.
- Assist/support OPC Admin staff as well as liaisons/employees with and process travel vouchers, while adhering to the MDEQ Travel Policy and DFA Travel Policy/procedures.
- Assist/support OPC Admin staff as well as liaisons/employees with and process requisitions and invoices while adhering to MDEQ and DFA procedures.
- Assist/support OPC Admin staff with fleet documentation/requirements including vehicle mileage logs, reporting, electronic filing and special requests.
- Create/assist with standard operating procedures.
- Assist/support with clerical functions such as alphabetizing, creating folders, filing, scanning, researching information, searching for documents, shredding and copying.
- Assist/support the File Room with OPC employees in researching needed information or documentation.
- Assist/support the File Room with Freedom of Information Act (FOIA) requests.
- Assist in the management of special projects/programs as assigned including serving as liaison to agency personnel, other agencies and/or the general public.
- May require contact with other agencies or outside organizations.