

MDEQ JOB ANNOUNCEMENT



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

Position: Admin Support Assistant IV
PIN: 4200
Starting Salary: \$26,937.56
Location: Field Services Division – Central Regional Office (Pearl)

Minimum Qualifications:

Typically requires High School Diploma or equivalent and 3-5 years of experience.

Primary Functions:

- Assist administrative staff in performing clerical functions
- Serve as office liaison within the agency and to external constituents (public and private)
- Perform administrative tasks including maintaining records, processing paperwork, general clerical tasks, and ordering supplies for the office
- Support office staff on a daily basis
- Serve as travel liaison for the office
- Order office supplies as needed