

# MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy:

**Position:** Admin Support Assistant III

**PIN:** 5559

**Starting Salary:** \$27,233.02

**Location:** Support Services Division

**Minimum Qualifications:**

Typically requires High School Diploma or equivalent and 2-4 years of experience.

**Primary Functions:**

1. Manages switchboard and front desk operations for MDEQ.
2. Operates the switchboard for the agency's main phone line directing telephone calls to the appropriate office and division personnel.
3. Greets guests, issues security badges, and directs visitors to MDEQ employees.
4. Checks in receipt of shipments, and provides support in the processing of mail for the 700 building.
5. Enters facility work orders in the MS DFA Bricks system.
6. Maintains and updates the agency phone list.
7. Manages the reservations for meeting spaces in the 700 building.
8. Assist all areas of Administrative Services in administrative duties as needed.
9. Performs other related duties.