

MDEQ JOB ANNOUNCEMENT



Position: Administrative Support Assistant III

PIN: 7019

Starting Salary: \$27,233.02

Location: Geology-Mining & Reclamation Division

Minimum Qualifications:

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

Primary Functions:

- Process surface mining permit renewals.
- Process Operator Liability Insurance.
- Input data into Oracle Mining Program and Ensite/Tempo
- Maintain monthly "Actions" list for the mining permit board agenda.
- Process large mail outs.
- Other duties as assigned.