**Vacant Position Listing**

Please click on the Job Title – Location to learn more about the advertised vacant position

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Georgia County & Major City Map

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Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered.
- Applicants must submit one application for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at https://gadnr.org/careers.
- If submitting a résumé, please attach the résumé with a completed DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services (www.naces.org/members.htm) or the Association of International Credentials Evaluators (www.aice-eval.org).
- Your application must be postmarked no later than the application deadline date noted on the specific job posting. Please note that deadlines will differ by job postings.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Information found on publicly posted social media accounts may be examined.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR’s E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

- Coastal Resources Division: www.CoastalGADNR.org
- Environmental Protection Division: www.GeorgiaEPD.org
- Historic Preservation Division: www.GAshpo.org
- Law Enforcement Division: www.GADNRLE.org
- Parks and Historic Resources Division: www.GAStateParks.org
- Wildlife Resources Division: www.GeorgiaWildlife.org

NOTE: Information in this Vacancy Announcement is subject to change.
Central Office Vacancy

Attorney 4

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Legal Services</th>
</tr>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Administration and Finance</td>
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<tr>
<td>POSITION #</td>
<td>00158412</td>
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<td>JOB CODE</td>
<td>LEP023</td>
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<tr>
<td>PAYGRADE</td>
<td>N</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>*</td>
</tr>
</tbody>
</table>

* - Salary Commensurate with Experience

**JOB DESCRIPTION**
Provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law. May act as lead worker and/or supervise support staff.

**MINIMUM QUALIFICATIONS**
Juris Doctorate from an accredited college or university
AND
License to practice law in the State of Georgia.
OR
Eligibility to sit for the next Georgia Bar examination.
OR
Reciprocity
AND
Three years of relevant legal experience.
OR
Three years of experience required at the lower level Attorney 3 (LEP022).

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience working for or representing government agencies
- Experience drafting and negotiating contracts
- Experience in litigating court cases and administrative hearings
- Experience with the Georgia Open Records Act and Georgia Open Meetings Act

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Jennifer Gadson
2 MLK Jr. Drive, SE
Suite 1258, East Tower
Atlanta, GA 30334
Jennifer.Gadson@dnr.ga.gov

The Deadline date to apply for this position is 3/16/20

Return to the Vacant Position Listing
Law Enforcement Division Vacancy

Game Warden 1

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Statewide</th>
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<tr>
<td>DIVISION</td>
<td>Law Enforcement Division</td>
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<tr>
<td>POSITION #</td>
<td>Multiple</td>
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<tr>
<td>JOB CODE</td>
<td>PSP040</td>
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<td>PAYGRADE</td>
<td>LH</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$41,236.08</td>
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</tbody>
</table>

JOB DESCRIPTION
Under supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources. This is the entry/training level of the Game Warden job series.

MINIMUM QUALIFICATIONS
Associates / Technical degree from an accredited college or university.
OR
Completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university.

NOTE: Certificates and/or accumulated hours from a technical college, without an Associate’s degree, do not qualify.

NOTE: Applicants must be at least 21 years of age and meet all requirements for P.O.S.T. certification.

In addition to the above minimum qualifications:
Applicants who are not POST Certified must pass the POST Entrance Exam to be considered for a Game Warden position. A copy of the test scores must be included with the application when applying for a Game Warden position.


Applicants who are POST Certified must provide a copy of their POST Certification Certificate when applying for a Game Warden position.

LEGAL REQUIREMENTS
Applicants must:
- Be at least 21 years of age
- Be a citizen of the United States
- Be eligible to obtain a valid Georgia Driver’s License at the time of appointment

MEDICAL STANDARDS
Vision
Minimum distant vision of 20/60 correctable to 20/40 in each eye.

Hearing
Hearing loss not greater than 24dBA average of 500, 1000 and 2000 frequencies in the better ear.

(CONTINUED ON PAGE 6)
**Game Warden 1 Continued**

**PREFERRED QUALIFICATIONS**
Preference may be given to:

- Applicants who are currently POST Certified.
- Applicants who already possess experience and knowledge in the areas of hunting, fishing, boating and other related outdoor activities.
- Applicants with an Associate’s degree, or higher, with a major in a related field such as Wildlife Management, Criminal Justice, Natural Science or Forestry.

Applicants must complete the DNR POST Certified Position Application for Employment (located at [www.gadnr.org/careers](http://www.gadnr.org/careers)) and submit it along with their current POST Certification Certificate (if applicable) or a copy of their POST Entrance Exam results to the following address:

DNR Training Academy  
ATTN: Game Warden Employment  
1000 Indian Springs Drive  
Forsyth, GA 31029

**NOTE:** The deadline to submit applications is May 31, 2020. Applications must be postmarked on or before May 31, 2020. Applications postmarked after May 31, 2020 will not be considered. *Conditional Offers of Employment for the 35th Game Warden Academy will not begin until October 2020. The effective hire date will be January 2021.*
Parks and Historic Resources Division Vacancies

Curator / Preservationist 3 – Rockdale County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Parks and Historic Resources Division</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks and Historic Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00214399</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Serves as the Certified Local Government Coordinator (CLG). Directs program activities for Certified Local Government program including application review, evaluations, and policy updates. Provides technical assistance to CLGs and historic preservation commissions (HPCs) including the review of local historic preservation ordinances, local historic districts, design guidelines, and CLG evaluations. Assists with the planning of all training sessions, statewide meetings, workshops, and conferences. Oversees the Regional Planning program and supports the administration of the Georgia Heritage and Historic Preservation Fund grants programs. Supports general historic preservation outreach initiatives including publishing monthly newsletter and contributing to social media presence. Will participate in special projects as necessary. Position requires up to 40% travel.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree in natural resource management, environmental science, historical preservation or a closely related field from an accredited college or university

**AND**
One year of experience in a directly related field.

**OR**
Two years of experience required at the lower level Curator/Preservationist 2 (NRP031) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preferance may be given to applicants with one or more of the following qualifications:
- Completion of a Master's degree in Historic Preservation or closely related field
- Experience working with Certified Local Government Program or local historic preservation commission
- Demonstrated knowledge and familiarity with local planning tools
- Experience in customer service
- Extensive experience in public speaking and relaying technical preservation information
- Experience developing community outreach initiatives and facilitating partnerships between community, municipal, and non-profit organizations
- Experience organizing and facilitating trainings and conferences
- Experience working with a core SHPO program such as Tax Incentives, National Register, CLG, or Environmental Review

**NOTE:** Applicants must submit both an electronic DNR Application for Employment **AND** a resume to Allison.asbrock@dnr.ga.gov. Applications and resumes must be submitted via e-mail only.

**NOTE:** Applicants that previously applied for this position with a deadline date of 1/22/20 are still being considered and do not need to re-apply.

The Deadline date to apply for this position is 3/11/20

Return to the Vacant Position Listing
Return to the Vacant Position Listing

Park / Historic Site Assistant Manager – White County

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<th>Smithgall Woods</th>
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<td>DIVISION</td>
<td>Parks &amp; Historic Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00098797</td>
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<td>JOB CODE</td>
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<tr>
<td>PAYGRADE</td>
<td>H</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$30,869.47</td>
</tr>
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**JOB DESCRIPTION**
Under supervision of the General Manager, the Smithgall Woods Assistant Manager (Lodge Manager) plans, directs, manages, or coordinates activities of the Smithgall Woods Cottages. Responsible for the management of staff, budget and revenue (Profit & Loss).

**Primary Duties & Responsibilities:**
- Manages the park reservation system, sets up Online Travel Agent accounts and merges the two daily
- Supervises and plans work of assigned housekeeping staff
- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Coordinates activities, weddings and corporate events and resolves complex problems
- Coordinates use of facilities with internal and external consumers
- Ensures site security and visitor/associate safety including building inspections and basic maintenance
- Oversees the management of the facilities
- Reviews and prepares all reports, documents and information for the operation of a facility
- Orders all supplies and weekly, monthly services as needed to support cottage facilities

**MINIMUM QUALIFICATIONS**
Bachelor’s degree from an accredited four-year college or university.

**OR**
Associate degree from an accredited college or university

**AND**
Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor’s service, security or facilities maintenance.

**OR**
High School Diploma or GED

**AND**
Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor’s service, security or facilities maintenance.

**NOTE:** The selected candidate must reside in housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

(CONTINUED ON PAGE 9)
Park/Historic Site Assistant Manager Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Parks, Recreation and Historic Sites Division
ATTN: Will Wagner
61 Tsalaki Trail
Helen, GA 30545
william.wagner@dnr.ga.gov

The Deadline date to apply for this position is 3/20/20
Wildlife Resources Division Vacancies

Fisheries Biologist 2 – Dougherty County

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<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100326</td>
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<tr>
<td>JOB CODE</td>
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<tr>
<td>PAYGRADE</td>
<td>K</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
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**JOB DESCRIPTION**
Under general supervision designs and manages research and survey projects and public waters management and fish hatchery activities designed to protect, evaluate, and/or improve fish habitat and/or sport fisheries of streams and lakes. Critically reviews project plans, technical documents, and environmental assessments for fisheries impacts, and makes recommendations for preventing or mitigating adverse impacts and improving fish populations or fisheries. Provides technical fisheries management assistance to individuals, corporations, and government agencies. Supervises and administers purchasing, budgeting, inventory control, and report preparations associated with state and federally-funded projects to comply with laws, rules and contractual agreements.

**MINIMUM QUALIFICATIONS**
Master's degree in Biology or a related field from an accredited college or university
OR
Bachelor's degree in Biology or a related field from an accredited college or university
AND
One year of related experience.
OR
One year of experience required at the lower level Fisheries Biologist 1, (NRP070) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to:
- Applicants with experience in warmwater fisheries management
- Current DNR/WRD employees

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Connie Hopkins
2067 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 3/16/20
Wildlife Biologist 2 – Monroe County

LOCATION Forsyth, Georgia
DIVISION Wildlife Resources Division
POSITION # 00219195 JOB CODE NRPO61 PAYGRADE K ENTRY SALARY $43,063.23

JOB DESCRIPTION
Serves as a biologist for the conservation of Coastal Plain upland fauna and habitats in concert with the goals of the State Wildlife Action Plan. Duties include coordination of research, survey, management, and education/outreach activities related to the Gopher Tortoise Conservation Initiative as well as grant management. Communicates the status and importance of longleaf pine ecosystem fauna to other professionals, the public, and other parties through presentations, news releases, and social media. Participates in meetings, serves on or leads committees, collects, analyzes, and manages data, and prepares reports for publication. Serves as technical expert regarding permits related to gopher tortoises, and drafts regulations and procedures for tortoise conservation. Coordinates with biologists and law enforcement personnel concerning illegal actions that affect nongame species. Participates in species status assessments. Provides input for wildlife management area plans and performs environmental reviews of projects. Develops and fosters partnerships with Federal, State, NGO, and private entities to further nongame species conservation. Assists landowners with information requests, management advice, and nuisance wildlife issues.

MINIMUM QUALIFICATIONS
Master’s degree in Biology or a related field from an accredited college or university.
OR
Bachelor's degree in Biology or a related field from an accredited college or university
AND
One year of related experience.
OR
One year of experience required at the lower level Wildlife Biologist 1, (NRP060) or position equivalent.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Advanced degree in Zoology, Wildlife Biology, or related field with emphases in herpetology, botany, and ecology
- Three years of experience directly related to the position's job description
- Knowledge of nongame wildlife species and habitat management, Coastal Plain plant communities and soils
- Knowledge of gopher tortoise conservation and regulations, sampling techniques, and translocation protocols
- Experience working cooperatively with agency personnel, landowners, industry professionals, researchers, and the general public to produce desired conservation outcomes
- Demonstrated ability to manage multiple projects and budgets concurrently to meet deadlines
- Experience implementing wildlife research, data collection and management, and analysis

(CONTINUED ON PAGE 12)
Wildlife Biologist 2 (Continued)

- Experience providing technical assistance and educational programs to the public
- Demonstrated ability to write plans, reports, and articles, and manage permit requirements
- Experience supervising volunteers and technicians in support of conservation projects
- Ability to work both as a team member and independently to solve problems

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Wildlife Resources Division
ATTN: Connie Hopkins
2067 US Hwy. 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 3/12/20
Wildlife Technician 2

LOCATION *Forsyth, Georgia
DIVISION Wildlife Resources Division
POSITION # 00219196 JOB CODE NRT011 PAYGRADE I ENTRY SALARY $32,418.30

* This position will be based at a state property (TBD) in southwest Georgia.

JOB DESCRIPTION
Job responsibilities include conducting trapping and relocation of waif or displaced gopher tortoises, landowner assistance with management for nongame species in the Coastal Plain, assisting in management of wildlife habitat on state managed properties in the Coastal Plain, engaging in consultations with landowners on nuisance wildlife calls, surveying populations of rare species, controlling invasive species, operating and maintaining equipment, monitoring timber harvesting operations, and facilitating forest management activities. This technician will be based at a state property (TBD) in southwest Georgia.

MINIMUM QUALIFICATIONS
Associate degree in wildlife management or a related field from an accredited college or university.
OR
Completion of equivalent coursework (90 quarter hours or 60 semester hours) in wildlife management or related field from an accredited college or university.
OR
High school diploma or GED
AND
Two years of experience required in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) which included responsibilities in game or non-game management.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

- Completion of a bachelor's degree or higher in wildlife management, ecology, or related field
- Familiarity with management of rare species and natural communities, and tortoise surveys and relocation
- Knowledge of gopher tortoise natural history, other herpetological species, and relevant regulations
- Experience with Coastal Plain plant and vertebrate communities
- Experience in prescribed fire, ability to become certified as FFT2 with current NWCG qualifications including pack test
- Experience with invasive species identification and control, and herbicide application
- Experience with operation of chainsaws and ability to complete S-212 training
- Experience with heavy equipment: e.g., flail vac, no till drill, mulcher head, skidder, and tractors
- Forest management experience: reforestation, cruising, supervising loggers, use of ArcGIS
- Experience with carpentry, welding, fabrication, and repairing and maintaining field equipment

(CONTINUED ON PAGE 14)
Wildlife Technician 2 (Continued)

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Wildlife Resources Division
ATTN: Connie Hopkins
2067 US Hwy. 278, SE
Social Circle, GA  30025
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 3/12/20
Wildlife Technician 2

**LOCATION**  
*WRD - Game Management – Albany

**DIVISION**  
Wildlife Resources Division

**POSITION #** 00217191  
**JOB CODE** NRT011  
**PAYGRADE** I  
**ENTRY SALARY** $32,418.30

*Note: Position may report to a WRD facility in one of the following counties: Crisp or Dooly

**JOB DESCRIPTION**
Under general supervision, this position is assigned for maintenance duties on nine Wildlife Management Areas (WMAs) in the Southwest GA Region and provides other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal. Specific duties include: implementing habitat management plans; utilizing heavy equipment and farm equipment; creation and maintenance of wildlife openings; prescribed burning; construction, placement, and maintenance of nest structures for a variety of species; planting trees and shrubs; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. Serves as after hours on-call person on a rotational basis for emergency response. Incumbent is also responsible for inventory and maintenance of major state equipment including tractors, farm implements, and other heavy equipment. This position also assists with all regional WMAs as needed with projects such as research and surveys, and quota deer, dove, turkey and waterfowl hunts.

**MINIMUM QUALIFICATIONS**
Associate’s degree in Wildlife Management or a related field from an accredited college or university.

OR
Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Wildlife Management or related field from an accredited college or university.

OR
High school diploma or GED

AND
Two years of experience required in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) which included responsibilities in game or non-game management.

NOTE: Applicants must possess a Commercial Driver’s License (CDL) or be eligible to obtain a CDL.

**PREFERRED QUALIFICATIONS**
Preference may be given to:
- Current DNR/WRD employees.
- Applicants with an employment history managing habitat for native wildlife.
- Applicants with experience operating heavy equipment.
- Applicants with a 4 year degree in Wildlife Management or an equivalent Natural Resources Field

(Returned to the Vacant Position Listing)
If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Connie Hopkins
2067 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 3/12/20
Communications Specialist 2 – Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD - Headquarters</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100708</td>
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<tr>
<td>JOB CODE</td>
<td>GSP041</td>
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<tr>
<td>PAYGRADE</td>
<td>I</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$32,418.30</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under the supervision of the Public Affairs Assistant Manager, develops and implements content for social media platforms within the Wildlife Resources Division. Plans content, launch strategy, and coordinates with staff on priorities of the division and DNR. Works with sections to coordinate paid social advertising. Serves as job expert or organization resource in assigned areas. Assists in developing strategies for identifying potential customers and determining the most appropriate methods for contacting and influencing the target markets. Facilitates implementation of social media communications and marketing plans with management.

**MINIMUM QUALIFICATIONS**
Bachelor's degree in communications or a related field from an accredited college or university 
AND
One year of communications or related experience.
OR
Four years of communications or related experience.
OR
One year of experience required at the lower level Communications Specialist 1 (GSP040) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:

- Experience with wildlife management practices within a state or federal agency
- Experience as a media specialist or a related role in social media content development, outreach, and blogging
- Experience working within the Airtable, Wordpress, Hootsuite and SmugMug
- Experience with internal and/or external customer service and event planning: responding to customer inquiries, coordinating internal or external events
- Candidate is a self-starter with a mind for creative thinking.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Connie Hopkins
2067 US Hwy, 278, SE
Social Circle, GA  30025
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 3/20/20

Return to the Vacant Position Listing
Administrative Support 1 – McIntosh County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Game Management – Sapelo Island</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00185137</td>
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<tr>
<td>JOB CODE</td>
<td>GSS080</td>
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<td>PAYGRADE</td>
<td>C</td>
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<td>ENTRY SALARY</td>
<td>$20,904.00</td>
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</table>

**JOB DESCRIPTION**
Under general supervision, this position serves as switchboard operator, receiving and directing calls for 19 staff members across 4 different GM programs on Sapelo Island. The position administers the ferry process, which is on-going and updated daily. The position also administers the DNR barge request system, voucher creation, time sheet collection, monthly vehicle reporting, retail fuel sales, annual ferry pass sales and purchasing for office supplies/materials as well as other general clerical duties as assigned.

**MINIMUM QUALIFICATIONS**
High school diploma or GED  
AND  
Ability to perform basic office functions and computer related duties.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Working knowledge of MicroSoft Office Suite. Creating and editing workbooks/worksheets
- Experience and skill working with diverse public audiences and program partners
- Comfortable working in dynamic office environment

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Connie Hopkins  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 3/18/20
Environmental Protection Division Vacancies

EPD Continuous Recruitment

The Environmental Protection Division (EPD) continuously recruits for Environmental Engineers, Environmental Compliance Specialists, Geologists and Lab Scientists. For more information on positions and to apply, click here. Current opportunities include the following:

ENVIRONMENTAL ENGINEER
- Air Protection Branch / Chemical Minerals Unit / Clayton County, Atlanta
- Air Protection Branch / Air Toxics Unit / Clayton County, Atlanta
- Air Protection Branch / Nitrogen Oxides (NOx) Permitting Unit / Clayton County, Atlanta
- Air Protection Branch / Chemical Permitting Unit / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Land Protection Branch / Solid Waste Management Unit / Clayton County, Atlanta
- Land Protection Branch / Response and Remediation Unit / Fulton County, Atlanta

ENVIRONMENTAL COMPLIANCE SPECIALIST
- Air Protection Branch / Operations Support Unit / Clayton County, Atlanta
- Air Protection Branch / Radioactive Materials Unit / Clayton County, Atlanta
- Watershed Protection Branch / Industrial Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / South Monitoring Unit / Glynn County, Brunswick OR Fulton County, Atlanta
- Watershed Protection Branch / TMDL Modeling & Development Unit / Fulton County, Atlanta
- Watershed Protection Branch / Erosion & Sedimentation Unit / Fulton County, Atlanta
- Land Protection Branch / Underground Storage Tank Management Unit / Clayton County, Atlanta
- Land Protection Branch / Solid Waste Unit-Tire Management / Clayton County, Atlanta
- District Office / Southwest / Dougherty County, Albany

GEOLOGIST
Land Protection Branch / Hazardous Waste Corrective Action / Fulton County, Atlanta

LABORATORY SCIENTIST
LABORATORY SCIENTIST Laboratory Operations / Laboratories/Gwinnett County, Norcross

Applicants need not apply to each specific vacancy listed above. By applying to a specific job title and branch, you are applying to a pool and you will be considered for all vacancies within that job series in the specified branch. Candidates who meet minimum entry qualifications will be contacted further with specific job information.

Return to the Vacant Position Listing