VACANCY ANNOUNCEMENT

Coastal Resources Division
Environmental Protection Division
Historic Preservation Division
Law Enforcement Division
Parks, Recreation and Historic Sites Division
Wildlife Resources Division

GEORGIA DEPARTMENT of NATURAL RESOURCES
Office of Human Resources
404.656.7560

www.gadnr.org

VACANCY ANNOUNCEMENT #43-2018
APPLICATION DEADLINE DATE: November 13, 2018
Vacant Position Listing

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

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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. Please do not submit your application to the address listed on the front of this announcement.
- 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 [http://www.gadnr.org/careers](http://www.gadnr.org/careers).
- If submitting a résumé, please attach this 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](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aise-eval.org](http://www.aise-eval.org)).
- Your application must be postmarked no later than the application deadline date noted on the front page of this Vacancy Announcement. Please note that deadlines listed may differ for certain advertised jobs from what is listed on the front of the Vacancy Announcement.
- 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 publically 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](http://www.CoastalGADNR.org)
- [Environmental Protection Division](http://www.GeorgiaEPD.org)
- [Historic Preservation Division](http://www.GAshpo.org)
- [Law Enforcement Division](http://www.GADNRLE.org)
- [Parks, Recreation and Historic Sites Division](http://www.GAStateParks.org)
- [Wildlife Resources Division](http://www.GeorgiaWildlife.org)

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

Vacancy Ann # 43-2018  
[Return to the Vacant Position Listing](http://www.gadnr.org/careers)  
Deadline Date 11/13/18
Conservation Ranger 1 (Game Warden) Applicant Information

**JOB CODE:** PSP040  
**PAYGRADE:** LH  
**ENTRY SALARY:** $41,236.08

The Law Enforcement Division of the Georgia Department of Natural Resources is accepting applications for the position of Conservation Ranger 1 (Game Warden) on a year-round basis. The pool of applications on hand will be pulled as needed by the agency to fill vacant positions. Applicants must submit a DNR P.O.S.T. Certified Position Application for Employment to the DNR Training Academy, along with a current P.O.S.T. Certification Certificate (if applicable) or a copy of the P.O.S.T. Entrance Exam results to the following address:

DNR Training Academy  
ATTN: Conservation Ranger Employment  
1000 Indian Springs Drive  
Forsyth, GA 31029

Or documents may be sent electronically to DNR.Training.Academy@dnr.ga.gov.

Completed applications will be used to create a List of Applicants which will be used to fill positions as needed.

**NOTE:** Applicants who are not POST certified must pass the P.O.S.T. Entrance Exam to be considered for a Conservation Ranger 1 (Game Warden) position. A copy of the test scores must be included with the application when applying for a Conservation Ranger 1 (Game Warden) position. P.O.S.T. Entrance Exam Information is located on the Careers page of the Law Enforcement Division’s website.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Conservation Ranger (Game Warden) position.

The following information can be used to provide guidance when applying for the Conservation Ranger 1 (Game Warden) position. This information is available on the Careers page of the Law Enforcement Division’s website at www.gadnrle.org/careers-le:

- What is a Game Warden  
- Qualifications for Employment  
- P.O.S.T. Entrance Exam (POST testing information)  
- Selection Process  
- Conditional Employment  
- Law Enforcement Training  
- Career Progression/Promotions/Assignments  
- Employment Benefits  
- DNR P.O.S.T. Certified Position Application for Employment  
- DNR Supplemental Work History  
- Conservation Ranger 1 (Game Warden) Hiring Packet  
- Becoming a Game Warden Brochure

Additional information is available by contacting the DNR Training Academy at (478) 993-4540 or (478) 993-4545 or via e-mail at DNR.Training.Academy@dnr.ga.gov.

**NOTE:** The DNR P.O.S.T. Certified Position Application for Employment is being accepted year-round. There is no Deadline Date to submit the application for a Conservation Ranger 1 (Game Warden).
Central Office Vacancy

Administrative Assistant 1 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Office of Human Resources</th>
</tr>
</thead>
<tbody>
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<td>DIVISION</td>
<td>Central Office</td>
</tr>
<tr>
<td>POSITION #</td>
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<tr>
<td>JOB CODE</td>
<td>GST050</td>
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<tr>
<td>PAYGRADE</td>
<td>F</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$24,332.01</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under direct supervision, performs a wide range of office administration duties for the Office of Human Resources and the Georgia Natural Resources Foundation. Serves as a primary contact and information source for assigned specialized functions (Reception, Mail and Report distribution, Personnel Action Tracking, Employment verifications, Driver History Reporting, Faithful Service Awards, I-9 and selection package filing, etc). Assists the Director of the Georgia Natural Resource Foundation with various administrative tasks such as scheduling, drafting letters and meeting minutes, maintaining filing system and policies and procedures, and various accounting clerical functions. The incumbent will be required to have excellent oral and written communication skills, and organizational skills.

**MINIMUM QUALIFICATIONS**
Associate's degree from an accredited college or university.

OR
Two years of related experience.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Clerical/technical experience in a Human Resources environment
- TeamWorks system experience
- Proficiency in Microsoft Office (Word, Excel, etc.)
- Customer service experience
- Bachelor’s degree from an accredited college or university

If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:

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

**Deadline Date** 11/13/18
Parks, Recreation and Historic Sites Division Vacancies

Park/Historic Site Manager 2 – Franklin County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Victoria Bryant State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks, Recreation &amp; Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under limited supervision, plans, directs, manages, or coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes, processes and develops procedures to manage administrative aspects of park. Responsible for the management of staff, budget and revenue.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree from an accredited college or university
AND
Two years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.
OR
Associate’s degree from an accredited college or university
AND
Four years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.
OR
High School diploma or GED
AND
Six years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.
OR
Three years of experience required as an Assistant Park/Historic Site Manager (NRP011).
OR
One year of experience required as a Park/Historic Site Manager 1 (NRP012).

**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.

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: Denise White
1463 Knox Chapel Rd.
Social Circle, GA 30025
Parks4@dnr.ga.gov

Vacancy Ann # 43-2018  Return to the Vacant Position Listing  Deadline Date 11/13/18
Administrative Support 1 – Cook County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Reed Bingham State Park</th>
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<tr>
<td>DIVISION</td>
<td>Parks, Recreation &amp; Historic Sites Division</td>
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<td>POSITION #</td>
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<td>JOB CODE</td>
<td>GSS080</td>
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<tr>
<td>PAYGRADE</td>
<td>C</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$20,904.00</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under broad supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of an administrative supervisor.

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

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: Lisa Keener
2024 Newton Rd.
Albany, GA 31701
Parks3@dnr.ga.gov

Return to the Vacant Position Listing
Environmental Protection Division Vacancies

*Director, EPD Laboratory – Gwinnett County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>EPD Laboratory</th>
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<tbody>
<tr>
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<td>POSITION #</td>
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<tr>
<td>JOB CODE</td>
<td>LSM013</td>
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<td>PAYGRADE</td>
<td>O</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$70,000.00</td>
</tr>
</tbody>
</table>

*Official Job Title: Director, Health Laboratory*

**JOB DESCRIPTION**

The Georgia Environmental Protection Division (EPD) is seeking to hire a Laboratory Director for the EPD Laboratory in Norcross, Georgia. The Director will be responsible for the overall management of the EPD Laboratory including: develop, maintain and enforce laboratory quality assurance practices; direct laboratory-testing procedures; enforce and maintain laboratory safety policy; interview, hire, direct, train, evaluate, develop and counsel laboratory employees; maintain knowledge and skill in the latest methodology, techniques, proficiency testing, and instrumentation for the laboratory; manage assigned budgets; direct administrative activities for laboratory employees; perform analyses, interpret results and convey and present laboratory information in a clear and concise manner; protect the chain of custody on all evidence processed; supervise and coordinate all laboratory maintenance and direct subordinate managers and staff.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in a hard science from an accredited college or university

AND

Four years of managerial experience in a laboratory setting.

OR

Two years of experience required at the lower level Senior Manager 2, Health Laboratory (LSM012) or position equivalent.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with a broad range of laboratory management experience including project management, quality system, development and administration, personnel and staffing management, methodology and regulatory experience.

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
Environmental Protection Division
ATTN: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

**NOTE:** This position will remain on the DNR Vacancy Announcement until filled.

Vacancy Ann # 43-2018

*Return to the Vacant Position Listing*  
Deadline Date 11/13/18
**Business Support Analyst 3 – Tift County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Watershed Protection Branch</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
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<tr>
<td>POSITION #</td>
<td>00160567</td>
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<td>JOB CODE</td>
<td>GSP132</td>
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<tr>
<td>PAYGRADE</td>
<td>L</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch – Water Supply – Agricultural Permitting Unit (APU) in Tifton, GA. The incumbent serves as the APU’s data steward and supervises three employees supporting the unit’s data entry and data management activities. Primary data platforms associated with this position currently include Microsoft Access, Microsoft Excel, and ESRI Geographic Information Systems (GIS). An ongoing function of this position will be to coordinate and act as liaison to EPD IT in their efforts to update the data management systems to transition from a Microsoft Access/GIS geodatabase to SQL server, address data integrity issues and perform data entry as necessary. The incumbent will develop and enforce business rules and processes for data handling, assure data accuracy through application of QA/QC activities, respond timely to specific programmatic queries for resolving identified issues and resolve data errors. The incumbent will be responsible for tracking State agricultural water source permitting data, irrigated acreage data, water use metering data and compliance activities by administering and developing reports and queries necessary to ensure timely overview of Division, Branch and Program milestones as well as related deliverables to and from EPD contractors. Timely and effective communication with program managers regarding applicable outputs and program data needs is essential.

**MINIMUM QUALIFICATIONS**
Bachelor's degree in business or related field from an accredited college or university AND
Four years of experience related to area of assignment.

**NOTE:** An equivalent combination of education and job specific experience that provide the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Coursework or certification in a field of Data and Database Management
- Coursework in Computer Information
- Experience in staff management, resource allocation, and results-oriented coordination and communication to effectively achieve a program's data management objectives
- Knowledge of database queries, theory and design
- Knowledge about Microsoft SQL Server or MySQL
- Knowledge of structured query language (SQL)
- General understanding of operating systems
- General understanding of routine maintenance, recovery, and handling failover of a database
- Prior experience in State and Federal environmental permitting and compliance programs and associated data management

(CONTINUED ON PAGE 11)
Business Support Analyst 3 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
Environmental Protection Division
ATTN: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov
Environmental Compliance Specialist 1/2/3 – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Emergency Response Program – Brunswick, GA</th>
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<tbody>
<tr>
<td>DIVISION</td>
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<tr>
<td>POSITION #</td>
<td>00101587</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>RCP021</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>RCP022</td>
</tr>
</tbody>
</table>

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

**JOB DESCRIPTION**
This position is located in the Georgia Environmental Protection Division (EPD) – Emergency Response Program. It is based in EPD’s District Office in Brunswick, Georgia with statewide responsibilities. The incumbent in this position will serve as the Division Duty Officer. The Division Duty Officer is responsible for receiving, assessing and determining an appropriate division’s response to a wide variety of incidents reported from across the state. The incumbent will also serve as the State On-Scene Coordinator. The State On-Scene Coordinator will respond to a wide variety of incidents statewide and represent the Division in coordinating the response activities of entities involved including local, state, and federal agencies, along with private industries and contractors. The incumbent in this position may also be required to serve in the State Operations Center during declared emergencies and activations. The incumbent must be willing to work rotational shifts, routinely be available 24 hours a day and agree to night, weekend and holiday assignments. Statewide overnight travel will be required.

**MINIMUM QUALIFICATIONS**

**RCP020 – Environmental Compliance Specialist 1**
Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university.

**RCP021 – Environmental Compliance Specialist 2**
Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND
Two years of professional experience in environmental protection.

OR
One year of experience at a level equivalent to an Environmental Compliance Specialist 1 (RCP020) or position equivalent.

**RCP022 – Environmental Compliance Specialist 3**
Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND
Three years of professional experience in environmental protection.

OR
One year of experience at a level equivalent to an Environmental Compliance Specialist 2 (RCP021) or position equivalent.

(CONTINUED ON PAGE 13)
Environmental Compliance Specialist 1/2/3 Continued

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

- Experience in oil and hazardous materials emergency response operations and/or remediation
- Experience in the interpretation and application of state and federal regulations
- Experience managing multi-media environmental regulatory programs to include air, land and water
- Experience producing precise and accurate documentation of incident actions in a timely manner
- Strong written and verbal communication skills

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
Environmental Protection Division
ATTN: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

NOTE: This position will remain on the DNR Vacancy Announcement until filled.
Environmental Compliance Specialist 1/2/3 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
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<tbody>
<tr>
<td>DIVISION</td>
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<td>JOB CODE</td>
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<td>ENTRY SALARY</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$36,993.45</td>
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</table>

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

**JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch – NonPoint Source Program – Stormwater Unit. The incumbent in this position serves as a compliance specialist focusing on industrial/municipal stormwater. Job responsibilities for the position include: conducting field inspections of permitted facilities; providing compliance assistance to permittees; serving as technical support for the industrial stormwater component of the Georgia EPD Online System; reviewing compliance documents; and writing technical reports. The incumbent to this position will use their expertise and creativity to protect Georgia’s natural resources and implement EPD’s mission to protect and restore Georgia’s environment.

**MINIMUM QUALIFICATIONS**

**RCP020 – Environmental Compliance Specialist 1**

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university.

**RCP021 – Environmental Compliance Specialist 2**

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND

Two years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Specialist 1 (RCP020) or position equivalent.

**RCP022 – Environmental Compliance Specialist 3**

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND

Three years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Specialist 2 (RCP021) or position equivalent.

(CONTINUED ON PAGE 15)

Vacancy Ann # 43-2018

[Return to the Vacant Position Listing] Deadline Date 11/13/18
PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

- Extensive knowledge of municipal stormwater management
- Extensive knowledge of industrial stormwater management
- Experience with environmental compliance
- Experience with Microsoft Office, GIS, data management, and data entry
- Experience conducting field inspections and site visits
- Strong customer service skills
- Demonstrated commitment to Environmental Protection

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
Environmental Protection Division
ATTN: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

NOTE: This position will remain on the DNR Vacancy Announcement until filled.
Administrative Assistant 1/2/3 – Clayton County

<table>
<thead>
<tr>
<th>LOCATION</th>
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<tbody>
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<td>DIVISION</td>
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<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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<td>JOB CODE</td>
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<tr>
<td>ENTRY SALARY</td>
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</tr>
</tbody>
</table>

**JOB DESCRIPTION**

The Georgia Environmental Protection Division (EPD) – Land Protection Branch (LPB) is seeking to hire an administrative professional in Atlanta, Georgia to serve as a member of the LPB administrative support pool and will be assigned and reassigned to LPB programs/units by the LPB’s Office Manager based on programmatic and staffing needs. Accordingly, the administrative professional will need to be flexible, dynamic, and willing to cross train on duties and responsibilities that are critical for the LPB and be willing to take on new assignments regularly with enthusiasm. The individual selected for this position must be detail-oriented and have excellent communication, organizational, and customer-service skills, as well as strong computer skills.

Under the general to limited supervision of the LPB Office Manager, the Administrative Assistant will be responsible for the overall office operations and administrative support functions for the LPB’s programs and units. They will present and maintain a professional environment characterized by a strong team orientation and positive outlook. Some specific duties include, but are not limited to: reserving meeting spaces and conference rooms; monitoring conference and copy rooms; answering multiple phone lines; greeting and escorting visitors; making travel arrangements; submitting expense reports; performing routine accounting/financial-related functions; completing routine personnel-related functions such as timesheet/leave entry and scheduling interviews; compiling training records; monitoring usage of and ordering office supplies; coordinating equipment installation and repairs; coordinating branch vehicle fleet activities including tracking mileage and fuel purchases; providing technical assistance to customers and staff; maintaining inventory records and performing property control functions; assisting with meeting preparation; drafting and/or proofing PowerPoint presentations, training materials, and other documents; coordinating or assisting with LPB activities related to the Georgia Open Records Act (GORA) which may include coordinating records searches; coordinating building maintenance; and providing general office support functions such as logging/tracking/copying/distributing correspondence, handling and distributing mail and faxes, creating and/or maintaining filing systems and entering data into spreadsheets and online systems.

**MINIMUM QUALIFICATIONS**

**GST050 – Administrative Assistant 1**
Associate's degree from an accredited college or university.

OR
Two years of related experience.

**GST051 – Administrative Assistant 2**
Associate's degree from an accredited college or university
AND
One year of related experience.

OR
Three years of related experience

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Administrative Assistant 1/2/3 Continued

GST052 – Administrative Assistant 3
Associate's degree from an accredited college or university
AND
Two years of related experience.
OR
Four years of related experience.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

- Competence and skill multi-tasking in a fast-paced work environment
- Proficiency with Microsoft Office applications including Word, Excel, PowerPoint and Outlook
- Excellent communication skills including writing, speaking, editing, proofreading, and phone presence
- Excellent organizational skills with the ability to self-start and work independently
- Excellent problem solving skills
- Experience with web editing and uploading documents
- Experience providing professional-level administrative support for senior and/or mid-level managers
- Experience providing effective administrative support in a flexible and changing work environment
- Demonstrated record of reliability
- Experience with fleet management
- Familiarity with State of Georgia government or other government organizations
- Ability to work effectively with staff in a team-oriented environment and ability to develop and maintain strong relationships

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
Environmental Protection Division
ATTN: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov