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.
- 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](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](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://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](http://www.CoastalGADNR.org)
- Environmental Protection Division: [www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)
- Law Enforcement Division: [www.GADNRLE.org](http://www.GADNRLE.org)
- Parks and Historic Resources Division: [www.GAStateParks.org](http://www.GAStateParks.org)

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

*Vessel Captain 1/2 – Glynn County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD, Brunswick</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Coastal Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00167769</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>TRP040, TRP041</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>I, J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$31,172.58, $34,289.83</td>
</tr>
</tbody>
</table>

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

**JOB DESCRIPTION**
Under general supervision assist with the safe operation of the large and small research vessels during all vessel operations. Assists in maintaining the R/V Marguerite (47’ fiberglass v-hull with inboard diesel engine) and all onboard equipment in a clean, well-organized, safe and operational condition. Assists in planning and scheduling field operations with all pertinent parties. Ensures vessel is appropriately fueled, loaded, and provisioned for vessel operations. Assists project personnel with tasks aboard the R/V Marguerite, to include deck work and diving. Assists with the coordination and scheduling of CRD diving operations.

**MINIMUM QUALIFICATIONS**

**TRP040 – Vessel Captain 1**
High school diploma or GED
AND
Six months of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

**NOTE:** Must also possess or obtain a valid U. S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline
AND
Must obtain a valid Third-Class Radio\Telephone Operators License.

**TRP041 – Vessel Captain 2**
High school diploma or GED
AND
One year of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

**NOTE:** Must also possess or obtain a valid U.S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline
AND
Must obtain a valid Third-Class Radio\Telephone Operators License.

(CONTINUED ON PAGE 5)
**Vessel Captain 1/2 Continued**

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

- Possession of a U.S. Coast Guard license to operate self-propelled vessels not including auxiliary sail of less than 100 gross registered tons (GRT) upon near coastal waters
- Experience operating vessels in Georgia waters, both inshore and offshore
- Experience operating vessels with inboard diesel engines and power systems
- Experience with deployment and retrieval of commercial fishing gears including nets, trawls, and longlines
- Experience conducting dive operations from vessels in the open ocean
- Dive certified with more than 35 logged dives

**Note:** Please direct questions about the position to Carolyn Belcher at Carolyn.Belcher@dnr.ga.gov or (912) 264-7218.

**NOTE:** Applicants that previously applied for this position with a deadline date of 11/4/20 are still being considered and do not need to re-apply.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:CRD.CRDDNR@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Coastal Resources Division
C/O Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687
[CRD.CRDDNR@dnr.ga.gov](mailto:CRD.CRDDNR@dnr.ga.gov) (Please include the position title in the subject) or Fax: (912) 717-6613

**The Deadline date to apply for this position is 2/23/21**
Marine Technician 1/2 – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD - Brunswick</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Coastal Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00182131</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRT050, NRT051</td>
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<tr>
<td>PAYGRADE</td>
<td>H, I</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50, $32,418.30</td>
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Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION
Under direct to general supervision, the incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Ecological Monitoring Trawl Survey (EMTS), which include conducting biological field studies utilizing trawl gear deployed from a large vessel. Supports biological and technical staff during the collection of data used to manage Georgia’s marine commercial fisheries. Responsible for the maintenance and operation of small research vessels in Georgia’s territorial waters. On a limited basis may supervise marine technicians, hourly employees, or interns. Requires good overall physical condition and ability to lift gear and equipment weighing more than 50 pounds. Must be able to work at sea, often for long periods and in adverse conditions. May be required to communicate complex information to various stakeholder groups (scientists, fishing industry, anglers, general public, and elected officials).

MINIMUM QUALIFICATIONS

NRT050 - Marine Technician 1
High school diploma or GED
AND
One year (2 semesters) of Biology.

NRT051 - Marine Technician 2
Associate’s degree in Marine Sciences or a related field from an accredited college or university.
OR
Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Marine Sciences or a related field from an accredited college or university.
OR
High school diploma or GED
AND
Two years of experience in the Coastal Resources Division at the lower level Marine Technician 1 (NRT050) which included responsibilities in marine operations.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with experience in:
- Training and/or certification in small vessel operations in coastal waters
- Aboard vessels 45 feet or larger in coastal and inshore operations
- Field sampling methodology: deployment, retrieval, and maintenance of sampling gears (trawls, seines, etc.), data collection, and fish ID
- Constructing and utilizing general databases for field data entry and analysis (MS-Access preferred)
- Possession of a bachelor’s degree in marine biology, fisheries, natural resource management or related field

NOTE: Please direct questions about this position to Eddie Leonard, Program Manager at Eddie.Leonard@dnr.ga.gov or 912 264-7218.

(CONTINUED ON PAGE 7)

Return to the Vacant Position Listing
Marine Technician 1/2 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
Coastal Resources Division
Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687
CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613

The Deadline date to apply for this position is 2/12/21
Law Enforcement Division Vacancy

Game Warden 1 - Statewide

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<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>ENTRY SALARY</td>
<td>$41,236.08</td>
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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 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.
OR
Veterans of the United States Military who have a minimum of 4 years of active duty military service and have received an Honorable Discharge.

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

NOTE: Veterans must submit a copy of their DD214 and show proof of a high school diploma or GED which is required for POST certification.

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

(CONTINUED ON PAGE 9)
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.

Applicants must complete the DNR POST Certified Position Application for Employment (located at 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, 2021.
Applications must be postmarked on or before May 31, 2021. Applications postmarked after May 31, 2021 will not be considered. Conditional Offers of Employment for the 36th Game Warden Academy will not begin until October 2021. The effective hire date will be January 2022.

The Deadline date to apply for this position is 5/31/21
**State Parks & Historic Sites Division Vacancy**

*Golf Course Manager – Tattnall County*

**LOCATION**
Jack Hill State Park

**DIVISION**
State Parks & Historic Sites Division

**POSITION #**
00218275

**JOB CODE**
NRP013

**PAYGRADE**
J

**ENTRY SALARY**
$35,569.36

*Official Title: Park Historic Site Manager 2*

**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.

**Primary Duties & Responsibilities:**
- Supervises and plans work of assigned staff
- Answers inquiries pertaining to policies and services, and resolves complaints
- Collects payments and records data pertaining to funds and expenditures
- Coordinates activities and resolve complex problems
- Coordinates use of facilities with internal and external consumers
- Manages the recruitment of volunteers
- Markets and implements an ongoing program of outdoor recreation, golf, and public relations
- Observes and monitors to ensure efficient operations and adherence to facility’s policies and procedures
- Oversees generation of revenue from multiple sources
- Oversees the management of the facilities
- Reviews and prepares all reports, documents, and information for the operation of the golf course

**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

(Returned to the Vacant Position Listing)
**Golf Course Manager Continued**

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).

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with PGA Certification.

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
- State Parks & Historic Sites Division
- ATTN: Sandra Harris
- 1 Conservation Way
- Brunswick, GA 31520
- Parks2@dnr.ga.gov

**The Deadline date to apply for this position is 2/11/21**
Wildlife Resources Division Vacancies

Database Administrator 1 / 2 - Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD – License and Boat Registration Unit</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
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<tr>
<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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<td>IT031</td>
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<td></td>
<td>$48,163.15</td>
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Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION

This position provides critical internal and external support to DNR employees, the WRD: License and Boat Registration Unit (LBRU), and to the public. The position provides facility network support and phone system support for WRD Headquarters (WRD: HQ), the Wildlife Resources Conservation Center (includes LBRU), and the Law Enforcement Division Headquarters (LE HQ) by coordinating with DNR IT, service vendors, and staff. This position primarily supports LBRU in the critical role of database administrator by running data queries and providing reports to assist with certifying number of boats for US Coast Guard grants; hunting and fishing license sales for US Fish and Wildlife grants; running data queries and providing reports for weekly Georgia Open Record Requests related to boat ownership, captain licenses, or a customer’s license history; running various reports for internal and external customers; analyzing data for LE needs; and running reports to check the data integrity of the current boat registration and licensing system and then working with our licensing system vendor to identity and remedy any data deficiencies. Additional duties include ordering computer equipment for the WRD Director’s Office and LBRU staff, installing that equipment, and troubleshooting network issues as needed.

MINIMUM QUALIFICATIONS

ITP030 – Database Administrator 1
Bachelor's degree in computer science or a related field from an accredited college or university.
OR
Three years of software applications experience designing, testing, and coding applications of related databases.

ITP031 – Database Administrator 2
Bachelor's degree in computer science or a related field from an accredited college or university
AND
Two years of experience in support of an operating system, database management system or a related field.
OR
Two years of experience at the lower level Database Administrator 1 (ITP030) or position equivalent.

PREFERRED QUALIFICATIONS

- Current DNR Employee
- A Master's degree in computer science, data management, or a related field from an accredited college or university
- One (1) year of job related experience in wildlife conservation data management or comparable data management (database administrator, network administrator, programming database queries, data steward, data analyst, etc.)
- One (1) year of job related experience working with hunting and fishing license data or comparable data through a government or private entity

(CONTINUED ON PAGE 13)
Database Administrator 1/2 Continued

• One (1) year of job related experience in computer networking
• One (1) year of job related experience working with contractual vendors for IT related facility and data system management
• One (1) year of job related experience producing data reports from a data system

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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 2/9/21
Wildlife Biologist 2 – *Coweta County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Coweta or adjacent counties</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources 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>
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*Successful candidate must reside within one of the following counties: Coweta, Carroll, Fulton, Fayette, Spalding, Meriwether, Troup, or Heard.

**JOB DESCRIPTION**
Under general supervision, primary duties include the development of detailed population and habitat management plans, data collection and analysis, wildlife disease surveillance, administering deer harvest prescriptions, hosting and teaching management seminars, and providing technical guidance on management of deer, turkeys, feral hogs, and predators.

**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, (NRPO60) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Detailed knowledge relative to the ecology and management of deer and turkey habitats and populations in the southeast
- Experience implementing land management activities beneficial to turkeys and deer
- Computer software and mapping experience (e.g. MS word, Excel, Access, GIS/GPS and Arc-GIS)
- Wildlife Resources Division 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  
Office of Human Resources  
ATTN: Keely Bowen  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 2/15/21

Return to the Vacant Position Listing
Business Support Analyst 1 – Walton County

LOCATION
WRD Headquarters – Game Management

DIVISION
Wildlife Resources Division

POSITION #
00100833

JOB CODE
GSP130

PAYGRADE
J

ENTRY SALARY
$35,569.36

JOB DESCRIPTION
Under supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. Exercises various latitudes of independent judgement. May administer or provide high level support for various projects, grants, implementation of procedures, and/or specialized functions.

MINIMUM QUALIFICATIONS
Bachelor’s degree in business or related field from an accredited college or university
AND
One year of experience related to area of assignment.

NOTE: An equivalent combination of education and job specific experience that provided 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:
• Experience using PeopleSoft Financials
• Proficiency in the use of Excel (creating spreadsheets, formulas, pivot tables, etc.)
• Experience in budget preparation, monitoring, reconciliation, and procurement
• Working knowledge of DNR Human Resources and Administrative policies and procedures
• Experience providing professional administrative support for senior and mid-level managers

Vacancy is open to current DNR employees only.
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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 2/12/21

Return to the Vacant Position Listing
Environmental Protection Division Vacancies

Licensing Technician 1/2/3 – Clayton County

LOCATION | Land Protection Branch
DIVISION | Environmental Protection Division

<table>
<thead>
<tr>
<th>POSITION #</th>
<th>JOB CODE</th>
<th>PAYGRADE</th>
<th>ENTRY SALARY</th>
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<tbody>
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<td>RCT010</td>
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<td>RCT012</td>
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<td>$30,000.00</td>
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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) Land Protection Branch – Underground Storage Tank Management (Enforcement Unit). The incumbent in this position will support the enforcement actions of the Underground Storage Tank Program. Duties include, referring cases to enforcement officers, issuing and tracking progress of enforcement orders, processing settlements for payment, updating data for facility changes provided to the Program and assisting with annual storage tank registration.

MINIMUM QUALIFICATIONS

RCT010 – Licensing Technician 1
Associate's degree in a related field from an accredited college or university.

OR
Two years of related experience.

RCT011 – Licensing Technician 2
Bachelor's degree in a related field from an accredited college or university.

OR
Associate's degree in a related field from an accredited college or university

AND
One year of related experience.

OR
Three years of related experience.

OR
One year of experience at the lower level Licensing Technician 1 (RCT010) or position equivalent.

RCT012 – Licensing Technician 3
Bachelor's degree in a related field from an accredited college or university

AND
One year of related experience.

OR
Associate's degree in a related field from an accredited college or university

AND
Three years of related experience.

OR
Five years of related experience.

OR
One year of experience at the lower level Licensing Technician 2 (RCT011) or position equivalent.

(CONTINUED ON PAGE 17)
Licensing Technician 1/2/3  Continued

PREFERRED QUALIFICATIONS
Preference may be given to applicants with experience in:
- Experience with online data management systems
- Experience in providing customer service
- Ability to work with and support teammates
- Experience in a regulatory environment
- Proficiency with Microsoft Office suite of programs

NOTE: This position is based at the EPD Tradeport Offices at 4244 International Pkwy, Atlanta, GA.

Application Instructions:
Applications must be received through Team Georgia Careers at http://team.georgia.gov/careers/. Click “Search Jobs” and enter job number REG029W in the keyword search box or click here.

The Deadline date to apply for this position is 2/9/21
Administrative Assistant 2 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Watershed Protection Branch</th>
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<td>DIVISION</td>
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<td>ENTRY SALARY</td>
<td>$26,672.14</td>
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JOB DESCRIPTION
This position serves as the Watershed Protection Branch’s primary contact for all Georgia Open Records Act (GORA) requests. Duties for the position include, but are not limited to, notifying requestors of availability of records, scheduling record reviews, serving as the Branch's liaison between the EPD attorney and the GORA team lead, and ensuring requested copies are made, properly billed and that fees are collected.

MINIMUM QUALIFICATIONS
Associate's degree from an accredited college or university AND One year of related experience. OR Three years of related experience.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Experience handling Georgia Open Records Act (GORA) or similar requests
- Experience managing records and adherence to record retention schedules
- Excellent communication skills to include writing, speaking, editing and proofreading
- Excellent organizational skills with the ability to self-start and work independently
- Proficiency with Microsoft Office applications including Word, Excel, PowerPoint and Outlook
- Current Notary Public
- Familiarity with State of Georgia government or other government organizations

Application Instructions:
Applications must be received through Team Georgia Careers at http://team.georgia.gov/careers/. Click “Search Jobs” and enter job number ADM0AHF in the keyword search box or click here.

The Deadline date to apply for this position is 1/29/21

Return to the Vacant Position Listing
**Administrative Support 2 – Tift County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Watershed Protection Branch</th>
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<td>DIVISION</td>
<td>Environmental Protection Division</td>
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<tr>
<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>ENTRY SALARY</td>
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</tbody>
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**JOB DESCRIPTION**

This position is located in the Watershed Protection Branch - Water Supply - Agricultural Permitting Unit located in Tifton, Georgia. The successful candidate will serve in the areas of data entry, file room maintenance, conference room bookings, answering the main phone line and greeting the public. Duties include, but are not limited to, administrative support (i.e. clerical, mail receipt and distribution, phones, faxing, copying, filing, data entry, greeting clients, supply orders), data entry (which includes new applications for permits), Letter of Concurrence package development, and mailing of permits and associated documents to clients.

**MINIMUM QUALIFICATIONS**

High school diploma or GED

AND

Two years of general office or administrative experience.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Proficiency in Microsoft Office applications (Access, Word, Excel, Power Point)
- Ability to utilize electronic devices including laptop computer, cellular telephone, copier, scanner, metered mail machine, and fax machine
- Skilled in communication, organization, report writing and problem-solving
- Comfortable multitasking and handling multiple requests from different individuals
- Ability to communicate clearly both verbally and in writing in order to prepare reports and letters

**Application Instructions:**

Applications must be received through Team Georgia Careers at [http://team.georgia.gov/careers/](http://team.georgia.gov/careers/). Click “Search Jobs” and enter job number ADM00ahi in the keyword search box or [click here](http://team.georgia.gov/careers/).

The Deadline date to apply for this position is 2/5/21

[Return to the Vacant Position Listing](http://team.georgia.gov/careers/)
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 Permitting Unit / Clayton County, Atlanta

Air Protection Branch / Nitrogen Oxides Unit / Clayton County, Atlanta

Air Protection Branch / Volatile Organic Compound Permitting Unit / Clayton County, Atlanta

Air Protection Branch / Air Toxics Unit / Clayton County, Atlanta

Air Protection Branch / Emissions and Control Strategies Unit / Clayton County, Atlanta

Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta

Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta

Watershed Protection Branch / Permitting Unit / Fulton County, Atlanta

Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta

Watershed Protection Branch / Water Quality Modeling Unit / Fulton County, Atlanta

Land Protection Branch/ Response and Remediation Program-Voluntary Remediation Unit / Fulton County, Atlanta

Land Protection Branch/ Hazardous Waste Corrective Action-Remedial Sites Unit 2 / Fulton County, Atlanta

ENVIRONMENTAL COMPLIANCE SPECIALIST
Air Protection Branch / Radiation Protection / Clayton County, Atlanta

Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta

Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta

Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta

Watershed Protection Branch / Stormwater Unit / Fulton County, Atlanta

Watershed Protection Branch / Ambient Monitoring Unit / Tift County, Tifton

Watershed Protection Branch / Ambient Monitoring Unit / Richmond County, Augusta

(CONTINUED ON PAGE 21)

Return to the Vacant Position Listing
**EPD Continuous Recruitment Continued**

Watershed Protection Branch / Ambient Monitoring Unit / Fulton County, Atlanta

Land Protection Branch/Risk Assessment Unit/Fulton County, Atlanta

Land Protection Branch/Generator Compliance Unit/Fulton County, Atlanta

Land Protection Branch/Recovered Materials Unit/Clayton County, Atlanta

Land Protection Branch/Lead-Based Paint & Asbestos/Clayton County, Atlanta

District Office/Southwest/Dougherty County, Albany

**GEOLOGIST**

Land Protection Branch/Risk Assessment Unit/Fulton County, Atlanta

Land Protection Branch/Voluntary Remediation Unit/Fulton County, Atlanta

Land Protection Branch/Environmental Monitoring Unit/Clayton County, Atlanta

**LABORATORY SCIENTIST**

Laboratory Operations/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.