

# MDEQ JOB ANNOUNCEMENT



**Position:** Administrative Support Assistant III  
**PIN:** 7019  
**Starting Salary:** \$28,804.16  
**Location:** Geology- Mining & Reclamation Division

## **Minimum Qualifications:**

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

## **Primary Functions:**

- Process surface mining permit renewals in Tempo and Oracle Mining Database.
- Process Operator Liability Insurance in Oracle Mining Database.
- Handle batch mailouts.
- Input Surface Mining Application data into Tempo and Oracle.
- Other duties as assigned.