



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

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 #47-2016

APPLICATION DEADLINE DATE: **November 29, 2016**

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



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 and/or resumes` 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/resume` to the address listed on the front of this announcement.
- Applicants must submit one application/resume 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>.
- If submitting a resume`, please attach this with the 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 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.
- 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
Environmental Protection Division
Historic Preservation Division
Law Enforcement Division
Parks, Recreation and Historic Sites Division
Wildlife Resources Division

www.CoastalGADNR.org
www.GeorgiaEPD.org
www.GAshpo.org
www.GADNRL.org
www.GAStateParks.org
www.GeorgiaWildlife.org

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

Law Enforcement Position Hiring Information

Applicants who are NOT P.O.S.T. Certified must take and pass the P.O.S.T. Entrance Examination, **prior to submitting an application**, to be considered for a Law Enforcement (P.O.S.T.) position with DNR. Results from the P.O.S.T. Entrance Exam must be submitted with your DNR P.O.S.T. Certified Position Application for Employment. The DNR P.O.S.T. Certified Position Application for Employment can be found on the Careers page of the DNR website at <http://www.gadnr.org/careers>.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Law Enforcement position with the Georgia Department of Natural Resources.

CONDITIONAL EMPLOYMENT

Applicants selected to fill Law Enforcement positions, who are not P.O.S.T. Certified, must accept Conditional Employment with DNR. The terms of this Conditional Employment are as follows:

- Upon hire, the employee must attend an 11-week Basic Law Enforcement Training Course to obtain their P.O.S.T. Certification at one of the Georgia Public Safety Training Center (GPSTC) Regional Academies located in Athens; Augusta; Austell; Columbus; Forsyth; Savannah; Tifton.
- Upon obtaining P.O.S.T. Certification, the employee is then required to complete a 14-week DNR Academy at the GPSTC located in Forsyth.

Applicants must successfully complete the Basic Law Enforcement Training Course and the DNR Academy in order to continue employment with DNR.

P.O.S.T. ENTRANCE EXAM INFORMATION

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for Law Enforcement positions within DNR. Effective September 1, 2016 the **ACCUPLACER** test became the official P.O.S.T. Entrance Exam for law enforcement candidates. The **ACCUPLACER** test is administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia (see reverse side of this page for testing locations and information). The **ACCUPLACER** test is a computer-based exam that provides immediate results. This test measure reading, writing and numerical skills.

Also scores from the ASSET exam, COMPASS exam, SAT, ACT and CPE are accepted. Below are the minimum scores required for satisfying OCGA 35-8-8 regarding completion of the POST Entrance Examination:

TEST PORTION	ACCUPLACER	ASSET	COMPASS	SAT	ACT	CPE
Reading	55	38	70			
Writing	60	35	32			
* Numerical	34	35	26			
Verbal or Critical Reading / Reading				430		75
Verbal or English and Reading					18	
Math				400	16	75
English						75

* - This score is used for evaluation purposes only and does not determine whether a candidate successfully passes the exam. Persons attending the Basic Law Enforcement Training Course (BLETC) at one of the Technical Colleges in Georgia are required to achieve this minimum score.

Applicants who are not P.O.S.T. Certified are required to provide a copy of their test results when applying for a Conservation Ranger position with DNR.

P.O.S.T. Entrance Exam Information, including testing locations, can be found on the Careers page of the DNR website at www.gadnr.org/careers.

Applicants taking the P.O.S.T. Entrance Exam are required to take a completed **P.O.S.T. Entrance Examination Access Form** to the test site. This form is found on the Careers page of the DNR website at www.gadnr.org/careers.

NOTE: Per OCGA 35-8-8, candidates that do not perform satisfactory on the Entrance Exam will be ineligible to retake the Entrance Exam for a period of 30 days after the unsuccessful attempt.

Parks, Recreation & Historic Sites Division Vacancies
Administrative Assistant 1 – White County

LOCATION	Park Operations - Region 1						
DIVISION	Parks, Recreation and Historic Sites						
POSITION #	00185246	JOB CODE	GST050	PAYGRADE	F	ENTRY SALARY	\$24,322.01

JOB DESCRIPTION

Under general 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 general supervision of a clerical or administrative supervisor.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college.

OR

Two years of related 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
Parks, Recreation and Historic Sites
ATTN: Angie Johnson
P.O. Box 1029
Helen, GA 30545
Parks1@dnr.ga.gov

Wildlife Resources Division Vacancy
Wildlife Technician 2 – Laurens County

LOCATION	WRD – Game Management						
DIVISION	Wildlife Resources Division						
POSITION #	00100790	JOB CODE	NRT011	PAYGRADE	I	ENTRY SALARY	\$32,418.30

JOB DESCRIPTION

Under general supervision, this position will perform maintenance duties on Wildlife Management Areas and provides other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal in assigned counties. Specific duties include: implementing habitat management plans; utilizing heavy equipment and farm equipment; obtain and maintain a commercial driver's license; creation and maintenance of wildlife openings; prescribed burning; construction, placement, and maintenance of nest structures for a variety of species; planting trees and shrubs; habitat management; 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. Also, incumbent is responsible for inventory and maintenance of major state equipment including tractors, farm implements, and other heavy equipment. Collects important biological data for population monitoring of deer, turkey, and bear populations as well as disease monitoring of important wildlife species.

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

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:

- Current DNR/WRD employees.
- An employment history in wildlife management
- Heavy equipment, plumbing, electrical, and/or carpentry experience
- A two or four year degree in Wildlife Management or an equivalent Natural Resources Field

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 36-2016, position #00099932 will also be considered for this position and do not need to re-apply.

NOTE: Eligibility to obtain or possession of a Commercial Driver's License is required.

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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
Office of Human Resources
ATTN: Connie Hopkins
2070 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Environmental Protection Division Vacancies

Laboratory Manager – Gwinnett County

LOCATION	EPD Laboratory						
DIVISION	Environmental Protection Division						
POSITION #	00101633	JOB CODE	LSM012	PAYGRADE	N	ENTRY SALARY	\$52,331.12

**Official Job Title: Senior Manager 2, Health Laboratory*

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) - Laboratory Operations in Norcross, Georgia. Laboratory Managers are responsible for analytical activities supporting EPD Programs. The incumbent in this position maintains overall responsibility for the activities required for their laboratory for production of legally defensible data that meets the requirements of specific program documentation such as the Drinking Water Certification Manual, Technical Assistance Documents for NATTS Stations Program, and RCRA SW846 Guidelines. Laboratory Managers work closely with laboratory customers throughout the Division and the State on a daily basis to ensure laboratory analytical activities are supporting the Program requirements.

MINIMUM QUALIFICATIONS

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

AND

Seven years of supervisory experience in a laboratory setting.

OR

Bachelor's degree in any related discipline from an accredited college or university

AND

Ten years of related experience, Seven years of which in a leadership/administrative role.

OR

Two years of experience required at the lower level Senior Manager, Health Laboratory (LSM011) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with extensive experience in the supervision of organic laboratory activities.

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: Stacey Jones
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.

Manager 1, Environmental Protection – Clayton County

LOCATION	Air Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101273	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

This position is in the Georgia Environmental Protection Division – Air Protection Branch. The incumbent in this position manages the Chemicals Permitting Unit in the Stationary Source Permitting Program. Duties include managing a staff of engineers, reviewing air permits for fundamental and technical correctness. Duties may also include public speaking and testimony pertaining to permit appeals.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

AND

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience with Georgia air quality regulations for stationary source
- Experience writing or reviewing Georgia air quality permits
- Experience with project management and leadership
- Degree in Chemical engineering

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: Stacey Jones
 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.

Manager 1, Environmental Protection – Fulton, Glynn or Tift County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00166963	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

The incumbent in this position manages the Ambient Monitoring Unit - South in the Georgia Environmental Protection Division (EPD) - Watershed Protection Branch. The manager is responsible for overseeing the monitoring conducted by field staff located in EPD offices in Tifton, Brunswick and Atlanta, Georgia. The Unit conducts water quality monitoring of surface water in river, streams, lakes estuaries and ground water. Data collected is used to determine if waters of the State are meeting their designated uses and the associated water quality criteria. The manager is also responsible for developing the annual monitoring plan, conducting quality control of the data collected and inputting the data into GOMAS, the Program database. The manager coordinates all monitoring requests and logistics, including scheduling and equipment acquisition. The manager performs contract management and heads up the Ground Water Coordination Committee. The manager also provides technical support to the Watershed Protection Branch regarding non-point source grant selection, EPD web-site support and database management.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

AND

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Degree or coursework in aquatic ecology, limnology, hydrology, and/or watershed science
- Familiar with the Clean Water Act and Georgia's Rules and Regulations for Water Quality Control
- Knowledge of and/or experience conducting water quality monitoring of surface and ground water
- Familiarity with Georgia EPD water quality and biological monitoring methodology
- Knowledge of and/or experience conducting instream field surveys
- Experience with analyzing and managing physical, chemical, and biological data collected in aquatic environments
- Proficient with GIS and Microsoft Office suite, especially data management and manipulation in MS Excel

NOTE: This position will be located in one of the Watershed Protection Branch offices in Atlanta, Brunswick or Tifton, Georgia.

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Manager 1, Environmental Protection 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: Stacey Jones
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 4 – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00195396	JOB CODE	RCP023	PAYGRADE	L	ENTRY SALARY	\$40,982.94

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch. The incumbent in this position serves as EPD’s data steward and supervises two data entry specialists. Primary data platforms associated with this position are the Federal Environmental Protection Agency’s Integrated Compliance Information System (ICIS) and the corresponding Georgia NPDES permit database (GAPDES) that populates the Federal system. GAPDES must be accurately overviewed so that it is consistently recognized by and compatible with ICIS. An ongoing function of this position will be to coordinate with EPD IT in their efforts to update the data management systems with respect to addressing error reports and establishing new codes, fields, and parameters for data entry when necessary. This position will require the development of business rules and processes for data handling. In addition, the incumbent in this position will be responsible for ensuring that these rules and processes are followed. Tracking of State point and non-point source permitting and compliance activities will be accomplished by administering and constructing reports and queries necessary to ensure timely overview of Division, Branch, and Program milestones, as well as related deliverables to EPA (i.e., 106 work plan objectives). Specifically, timely and effective communication/discussion with program managers regarding applicable outputs is essential, as is timely response to specific programmatic queries for resolving identified issues. In coordination with EPD IT the incumbent will have responsibility for implementing the E-Reporting Rule 127 (a major activity being the transition from paper to electronic reporting for NPDES dischargers) and for ensuring that all applicable Rule 127 milestones are met (i.e., additional State electronic report deliverables through 2021). The incumbent is responsible for assuring data accuracy through application of a vigorous QA/QC program and for resolving State and Federal error reports (e.g., EPA’s Quarterly Noncompliance Report). The incumbent will act as liaison to the EPD IT department and provide information on program data needs. Where assigned, the incumbent will also act as a lead negotiator on programmatic data issues with appropriate EPA counterparts.

MINIMUM QUALIFICATIONS

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

AND

Four years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Specialist 3 (RCP022) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Coursework or certification in a field of Data and Database Management
- Five years’ experience in project / program management in support of large, complex integrated software systems, including experience in planning, scheduling, resource tracking, risk management, communications, status reporting, quality assurance
- Prior experience in State and Federal environmental permitting and compliance programs and associated data management

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Environmental Compliance Specialist 4 Continued

- Prior experience in environmental protection related projects
- Experience in staff management, resource allocation, and results-oriented coordination and communication to effectively achieve a program's data management objectives
- Project Management Professional (PMP) certification
- Experience with briefing senior management on comprehensive data management outputs and interrelationships especially in consideration of EPA 106 Work Plan deliverables
- Experience with EPA's ICIS database

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: Stacey Jones
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Environmental Compliance Specialist 1/2/3 – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101299	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	\$29,399.50
		JOB CODE	RCP021	PAYGRADE	J	ENTRY SALARY	\$32,970.99
		JOB CODE	RCP022	PAYGRADE	K	ENTRY SALARY	\$36,268.09

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

JOB DESCRIPTION

This position is with the Georgia Environmental Protection Division – Watershed Protection Branch - Safe Dams Unit and requires some office and field work, with the majority of the work time spent in the field. There is some travel involved as the Unit covers the entire state which will include overnight stays. The incumbent in this position will be responsible for collecting basic data on the dam, completing an inventory of dams in their assigned geographic area, and assigning an initial classification to each dam. The individual will evaluate the downstream area to evaluate potential impacts from a dam failure. The incumbent will inspect low and high hazard dams and develop inspection reports and will perform emergency response activities when issues occur at dams. Because this position involves routine interaction with consultants, dam owners, and local government officials; the ability to clearly articulate technical concepts is essential. The incumbent in this position must have a current, valid driver's license.

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 four-year 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 four-year 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 Spec 1 (RCP020).

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 four-year 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 Spec 2 (RCP021).

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Environmental Compliance Specialist 1/2/3 Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience with inspections of dams
- Experience in dam safety activities
- Ability to read and understand topographic maps and aerial photography
- Experience with Microsoft Office and databases
- Experience in the interpretation and application of state and federal regulations

NOTE: This position requires field work in some remote locations near lakes. Selected candidates for this position must be able to do some hiking to remote dam locations and must be able to walk up and down steep slopes of the dam for inspection purposes. Safety gear and related supplies (e.g., life vests, high boots, snake chaps, bug/tick repellent) are provided; however, selected candidates should be aware that they may encounter snakes, alligators and ticks and other bugs while performing this job. Selected candidates should be comfortable working near water and marshy areas.

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: Stacey Jones
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Financial Operations Generalist 2/3 – Fulton County

LOCATION	Director's Office – Finance Unit						
DIVISION	Environmental Protection Division						
POSITION #	00101115	JOB CODE	FIT021	PAYGRADE	H	ENTRY SALARY	\$27,248.75
		JOB CODE	FIT022	PAYGRADE	I	ENTRY SALARY	\$29,973.63

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 - Finance Unit. The incumbent in this position is responsible for maintaining accurate financial account information on all reimbursement and state contractor sites related to the Georgia Underground Storage Tank (GUST) Trust Fund. This includes reviewing and processing reimbursement applications and state contractor payments related to the GUST program. The position requires daily contact/communications with contractors, consultants and EPD Project Officers via telephone, email and in person. Additional responsibilities include tracking, posting, and maintenance of all GUST Fees and monthly reconciliations of the GUST reimbursement/contractor payments.

MINIMUM QUALIFICATIONS

FIT021 – Financial Operations Generalist 2

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

AND

One year of experience performing accounting and/or fiscal control functions

OR

High school diploma or GED

AND

Three years of experience performing accounting and/or fiscal control functions.

FIT022 – Financial Operations Generalist 3

Bachelor's degree in a business curriculum or related field from an accredited college or university.

OR

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

AND

Two years of experience performing accounting and/or fiscal control functions.

OR

High school diploma or GED

AND

Four years of experience performing accounting and/or fiscal control functions.

OR

One year of experience required at the lower level Financial Operations Generalist 2 (FIT021) or position equivalent.

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Financial Operations Generalist 2/3 Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor's degree in business, finance, accounting or other related field
- An understanding of accounting and finance as well as excellent analytical skills
- Experience in reviewing invoices/claims, contracts and agreements
- Extensive experience working with Microsoft Access Reports and Queries and Microsoft Excel
- Ability to successfully communicate and work with program associates, consultants/contractors and the regulated community in a professional manner via telephone, email and in person

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: Stacey Jones
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov