



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

**MISSISSIPPI DEPARTMENT OF MARINE RESOURCES
GRAND BAY NATIONAL ESTUARINE RESEARCH RESERVE
6005 Bayou Heron Road
Moss Point, MS 39562
(228) 475-7047**

April 13, 2015

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the Job Title section. Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

JOB TITLE:	Administrative Assistant VI
ANNUAL STARTING SALARY:	\$30,503.98
OFFICE/BUREAU/POSITION NUMBER:	Grand Bay National Estuarine Research Reserve (GBNERR)/5150
LOCATION:	Jackson County/Moss Point, Mississippi
RECRUITMENT DATES:	April 13, 2015 – April 17, 2015

CHARACTERISTICS OF WORK AND ESSENTIAL FUNCTIONS: This is administrative work which involves responsibility for assisting in the formulation and direction of the activities at the Grand Bay National Estuarine Research Reserve. The successful candidate will complete a variety of administrative tasks including communications, phone call and mail receipt and distribution, calendar updates, file and record maintenance, general office organization and resource needs, meeting rooms scheduling including dorm reservations, responding to information requests from agency personnel and the public, exercising good judgment in solving routine problems, and general troubleshooting. They will also prepare/process financial documents following agency procedures including purchase requests, travel arrangements and reimbursements for staff, dorm fee payments, coordination with human resources, etc.

The incumbent will direct and supervise activities involved in developing, planning, directing, and evaluating a wide variety of projects; analyzing statutes, legal memoranda, court decisions, and other data for use in program development; monitoring new statutes and regulations to determine new efforts or changes required. They will determine office personnel resource requirements and may prepare or assist in the preparation of budgets for carrying out assigned mission. The candidate will coordinate program development and activities with agency divisions; with federal, state, and local officials; and, with individuals involved. They will also perform related or similar duties as required or assigned.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Three (3) years of experience in work related to the described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Four (4) years of experience in work related to the described duties.

OR

Education:

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Eight (8) years of experience in work related to the described duties.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, color, creed, religion, national origin, sex, age, disability, or political affiliation.