



ANNOUNCEMENT OF POSITION AVAILABILITY



TITLE: Specialist I, Petroleum Standards Laboratory **REQUISITION #:** 2009008029

EMPLOYER: New Mexico Department of Agriculture
Division of Standards and Consumer Services **REPLY TO:**
New Mexico Department of
Agriculture
SALARY: Commensurate with qualifications Attention: Human Resources
MSC 3189, Box 30005
Las Cruces, NM 88003-8005

POSITION LOCATION: Las Cruces, New Mexico **TELEPHONE:** (575) 646-7523

EFFECTIVE DATE: ASAP after closing

DEADLINE FOR APPLYING: Review of applications will begin August 27, 2009 and announcement will remain opened until filled.

REQUIRED QUALIFICATIONS: Bachelor's degree from an accredited university (in hand by hire date). One to two years of experience in research methods; analytical laboratory techniques and quality assurance procedures; operation, calibration, and maintenance of analytical instruments; and problem analysis and interpretation. Evidence of written and oral communication skills. Ability to work with the public.

PREFERRED QUALIFICATIONS: Degree in chemistry, chemical engineering, petroleum engineering or related field. Master's degree preferred. Experience in petroleum product analysis by ASTM, SAE standards, and test methods and apparatus. Experience in determining octane rating using CFR Octane Engines (ASTM D2699/D2700).

CONDITIONS OF EMPLOYMENT: Defensive driving training required within three months after employment. Driving record subject to investigation. Required to travel 10 percent of the time to include out-of-state travel.

DUTIES & RESPONSIBILITIES: Under supervision of laboratory chemist and direction of the Assistant Division Director- Petroleum Standards:

- Daily operation and maintenance of laboratory.
- Analyze samples in accordance with ASTM, SAE, or other prescribed procedures for compliance with official state standards.
- Assist in development, evaluation, and implementation of new laboratory procedures.
- Maintain chain of custody of official samples for evidence purposes.
- Assure accurate, timely analyses of samples and maintain accurate, orderly records of samples analyzed.
- Generate official reports of test from sample analyses results.
- Other duties as assigned.

APPLICATION REQUIREMENTS: A complete application consists of the NMDA application form (available at <http://www.nmda.nmsu.edu/Jobs.html>), personal resume including references, official college transcripts, and a letter of interest handwritten by applicant. All materials must be received no later than the close of business on the deadline date above.

BENEFITS OFFERED: Group medical, dental, and hospital insurance; group life insurance; sick leave; annual leave; worker's compensation; unemployment compensation; and state education retirement. Opportunity for educational advancement. For additional information, visit the NMSU Benefit Services website at <http://benefits.nmsu.edu/>.

Offer of employment contingent upon verification of Individual's eligibility for employment in the United States. All offers of employment, oral and written, are contingent on the university's verification of credentials and other information required by federal law, state law, and NMSU policies/procedures, and may include the completion of a criminal history check.

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