



# JOB OPENING

**Deadline: 5/17/19**

**Salary: \$20,039/yr**

The Georgia Public Safety Training Center is currently looking for candidates to fill the position of:

## Administrative Support 2 (Front Desk Operations)

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### **JOB DESCRIPTION:**

Under general supervision, performs a variety of clerical duties in support of the Student Services Section. Greets guests upon arrival at the student services desk. Issues lodging for students and instructors for dormitory/motel rooms and provides meal tickets. Answers telephone. Monitors and electronically operates front gate security system. Monitors radio communications and alarm systems. Performs other general office duties in support of front desk operations and the Instructional Services Division. Work hours subject to evening shift, occasional shift rotation, weekends, nights, and holidays.

### **MINIMUM QUALIFICATIONS:**

One year of experience performing clerical duties of moderate difficulty that required the use of independent judgement and initiative and involved personal computer usage. Basic knowledge of word processing, spreadsheets, and databases. Demonstrated ability to accurately perform data entry. High School diploma or GED required.

### **OTHER REMARKS:**

Selected candidate subject to criminal records background and drug screening clearance. Interview process may include a practical exercise to identify strengths/weakness of typing skills.

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# APPLY NOW!

We are committed to distinguishing ourselves as the nation's premier center for learning and growth. We are guided by the core values of professionalism, loyalty to our mission, teamwork, innovation, commitment, and leadership at all levels of our organization.

Do you have what it takes to be a part of this high performing team?

[www.gpstc.org/careers](http://www.gpstc.org/careers)