



# Job Vacancy Announcement

## GA Public Safety Training Center

1000 Indian Springs Drive  
Forsyth, Georgia 31029

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Job Title: <b>Student Services Clerk (part-time)</b>	Announcement Number: <b>17-1279</b>
Division: <b>Instructional Services Division</b>	Application Period Opens: <b>12/01/2016</b>
Hourly Rate: <b>\$8.50 / hour      29 hrs/week *</b>	Application Deadline: <b>12/16/2016</b>

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\* Work schedule based on workload demand of section. Position subject to shift rotation with possibility of working evenings, weekends, and holidays.

<input type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Open to All Qualified Applicants.	<input type="checkbox"/> Open Only to Current GPSTC Employees.
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**Duties & Responsibilities:** Performs general clerical job responsibilities in support of the Student Services Section. Serves as primary back-up scheduler in the reservations for classroom use during absences of the Facility Scheduling Coordinator and provides assistance during critical periods as workload demands, i.e., mass calendar scheduling. Other duties include monitoring and responding to radio communications and alarm systems; monitoring and electronically operating the front gate security system; reporting suspicious activity; answering telephones; and providing information and/or directions in a courteous, helpful, and timely manner. Work schedule subject to shift rotation.

**Required Knowledge, Skills, and Abilities:**

- Must have effective verbal and listening skills;
- Must be able to communicate calmly and speak clearly and distinctly;
- Must have the ability to give accurate and precise directions to visitors, guest instructors, and students;
- Must have the ability to deal tactfully with the public;
- Must be able to work with minimal supervision; and
- Must be available to work weekends, holidays and evening shift.

**Minimum Training & Experience:**

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

**Other Remarks:** Selected candidate subject to criminal records background and drug screening clearance.

**To Apply:** Submit a completed application to Human Resources - GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, no later than 5:00 p.m. of the deadline date.

**Link to job application:** [www.gpstc.org/career](http://www.gpstc.org/career)

*All qualified applicants will be considered but may not necessarily receive an interview. Initial screening is by application review only. Only those applicants selected for interview will be contacted for interview appointment. Additional job information on above position may be obtained by contacting GPSTC Human Resources at [employment@gpstc.org](mailto:employment@gpstc.org) or (478) 993-4411. If you have a disability & need assistance/accommodation to participate, please notify GPSTC Human Resources.*

GPSTC is an Equal Opportunity Employer