



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 23-05032

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 05/07/2024 DEADLINE: 05/17/2024

JOB TITLE: **Administrative Support 2 (Fire Academy Division-Field Delivery)** Full-Time Part-Time

Salary (effective 7/1/2024): \$28,120.60 (\$2,343.38 / month)

To Apply: Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to employment@gpstc.org OR fax to (478) 993-4229 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

Application Requirements:

- State of Georgia Application for Employment (completed & signed)
- Resume (Provide summary description of duties performed in current/past employment.)
- Copy of DD214 (as applicable)

All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by GPSTC Human Resources for next steps in the selection process. Initial screening is by application review only.

Link to Job Application: www.gpstc.org/careers

GPSTC is an Equal Opportunity Employer.

Description of Duties & Responsibilities: Under general supervision, responds to general inquiries; creates and maintains course and administrative files; prepares and submits required forms; processes expenditures and course attendance reports; initiates, composes and types memos, correspondences, reports and other documents; conducts research to generate reports and responds to requests; maintains the filing and recordkeeping system; monitors use of and maintains supplies, equipment, and facilities; and processes incoming and outgoing mail.

Minimum Qualifications: High School diploma/GED and one year of experience performing general office duties of moderate difficulty. Possess excellent oral and written communication skills with the ability to interact professionally and competently with staff and visitors of various organizational levels. Demonstrated ability to screen, examine and verify documents for accuracy and to maintain strict confidentiality while handling sensitive information/records. Proficiency with computer usage (word processing, spreadsheet, and/or database programs) desired.

Required Knowledge, Skills, and Abilities: Must be self-motivated, focused, dependable, and trustworthy. Must have good time management and organizational skills and have ability to multi-task. Must regularly exercise good customer service skills.

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