



# GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

## Job Vacancy Announcement # 24-05033

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 05/07/2024

DEADLINE: 05/31/2024

(The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: **Administrative Support 3 (Rome, GA / Basic Training Division)**

Full-Time

Part-Time

Annual Salary Range: \$29,342.00 - \$30,515.68 [\$2,445.16 - \$2,542.97 /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](mailto: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 past/current employment).

*Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.*

Link to Job Application: [www.gpstc.org/careers](http://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 files; prepares and submits POST required forms; processes expenditures, vehicle maintenance 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; provides clerical support to academy staff; monitors use of and maintains supplies, equipment, and facilities; and processes incoming and outgoing mail.

**Minimum Qualifications:** One year of experience in secretarial, clerical, general office duties of moderate difficulty in an office environment. Candidate should have excellent typing skills, proficient phone skills, WordPerfect or Microsoft Word experience. High School Diploma/GED required.

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