



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 24-04023

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 04/10/2024 DEADLINE: 05/10/2024

JOB TITLE: **HR Generalist 1 ***

Full-Time Part-Time

Salary Range: \$32,000 - \$39,980 (annual) [\$2,667 - \$3,332 per month]

*This position may be filled at a HR Tech 2 level for development to an HR Generalist 1 level depending on training & experience offered by selected candidate.

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.

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

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

GPSTC is an Equal Opportunity Employer.

Application Requirements:

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

Not sure if you meet the listed requirements? Apply today and let our team take a look.

Description of Duties & Responsibilities: Under general supervision, processes personnel and/or position actions and resolves related problems. Provides information to agency staff regarding benefits, transactions, or other routine personnel queries. Maintains agency leave records. Performs other administrative tasks and special projects as assigned.

Minimum Qualifications: Two years of full-time clerical level experience of which one year is with responsibility for processing at least one related function (e.g. payroll, transactions, work time & leave, benefits, worker's compensation, etc.). High School diploma or GED. Possess excellent oral and written communication skills with the ability to interact professionally and competently with staff and visitors of various organizational levels.

Preferred Qualifications: Preference may be given to those applicants who, in addition to meeting the minimum training and experience requirements, possess one or more of the following:

- 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).
- Demonstrated ability to prioritize and handle multiple tasks with a detail orientation.
- Experience supporting a human resources office.

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