



Job Vacancy Announcement # 26-04047

Employment Opportunity



www.gpstc.org/careers

Posted: 04/14/2026

Application Deadline: 04/22/2026

Full-Time Part-Time

Job Title: **Administrative Assistant 3 (Operations Bureau)**

Starting Annual Salary Range: \$40,419 - \$43,500 (\$3,368 - \$3,625/month)

Description of Duties & Responsibilities: Performs a variety of administrative and financial tasks in support of the Operations Bureau Director. Creates and reviews reports, checks for accuracy and identifies discrepancies. Completes administrative tasks and special projects as requested. Interacts professionally and competently with staff and visitors of various organizational levels.

Minimum Qualifications: High school diploma or GED and four (4) years of progressively difficult office/customer service experience. Excellent organizational, multi-tasking and time management skills with the ability to effectively manage changing priorities. Strong attention to detail and ability to perform tasks with accuracy and efficiency in mind. Solid communication skills. Ability to handle sensitive information with confidentiality. Proficiency with computer usage (word processing, spreadsheet, and/or database programs). Work experience and/or college level coursework with focus in finance, accounting, budgeting or other related area is preferred.

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

WE OFFER:

Primary Work Schedule: Work schedules allow employee to disconnect from work responsibilities, focus on family & personal life activities.

Professional Development Opportunities: Professional development and specialized certifications are supported and encouraged.

Competitive Salary: Consideration for a salary increase conducted annually and based on agency appropriations.

Other Benefits Include: Paid Time Off, 13 Paid Holidays, Retirement Plan (Defined Benefit plus 401K match), Health, Life, Vision, Disability Insurance Options, Health/Dependent Care Spending Accounts, Employee Assistance Program, etc.

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) 993-4407 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

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

GPSTC is an Equal Opportunity Employer.

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

Application Requirements:	<u>Internal Candidates:</u>
	<ul style="list-style-type: none"> • “Application for Another Position” form. • Resume (Provide summary description of duties performed in past/current employment).
	<u>External Candidates:</u>
	<ul style="list-style-type: none"> • State of Georgia Application for Employment (completed & signed). • Resume (summary of duties performed in current/past employment.) • Copy of DD214 (as applicable)