



# GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

## Job Vacancy Announcement # 26-04042

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 04/10/2026

DEADLINE: 05/01/2026

JOB TITLE: **Administrative Support 3 (GPSTC-Metro (Austell area)/ Basic Law Enforcement Training Section)**

Starting Salary: \$30,515.68 (\$2,542.97 / month)

Full-Time  Part-Time

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

**Application**

**Internal Candidates:**

**Requirements:**

- “Application for Another Position” form.
- Resume (Provide summary description of duties performed in past/current employment).

**External Candidates:**

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

***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:** High school diploma or GED and One (1) year of general office or clerical experience. Proficient phone skills and work experience using Microsoft Office Suite, to include a strong skill set with Microsoft Word and Microsoft Excel, and/or standard software applications in an office environment.

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