



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-06071

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 06/10/2026 DEADLINE: 06/26/2026

JOB TITLE: **Administrative Assistant 2 (Fiscal Services Section)**

Full-Time Part-Time

Annual Starting Salary: \$38,480.00

Benefits: Benefits include paid state holidays, annual and sick leave accruals, retirement plan, and eligible to participate in the State of Georgia Flexible Benefits health insurance options.

Description of Duties & Responsibilities: Provides advanced secretarial/clerical support to the Fiscal Services Director. Performs receptionist duties in support of the Section. Records financial transactions, reviews reports, checks for accuracy and identifies discrepancies as an integral part of maintaining the required segregation of duties within Fiscal Services. Completes administrative tasks and special projects as requested.

Minimum Qualifications: Two years of experience in 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. Ability to responsibly handle and initiate the processing of cash and other forms of payment. Must be organized and possess the ability to remain flexible, resourceful and efficient during extremely busy periods. Proficiency with computer usage (word processing, spreadsheet, and/or database programs) desired.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance. Job responsibilities require the use of the state purchasing card. Agencies are required by state law to conduct credit and criminal history record checks of all purchasing card applicants prior to the issuance of the card.

To Apply: Submit required form 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:

Internal Candidates:

- “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

GPSTC is an Equal Opportunity Employer.