



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-06068

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

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

* The application period may close earlier if a satisfactory applicant pool is reached sooner. Promptly apply if interested in being considered.

JOB TITLE: **Administrative Assistant 2 / LE Operations & Inv Section**

Full-Time

Part-Time

Annual Salary: \$38,480.00

Description of Duties & Responsibilities: Provides advanced secretarial/clerical support to the Section Director of the Law Enforcement Operations & Investigations Section. 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. 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.

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.

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.