



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-06076

☒ Open to All Qualified Applicants

☐ Open Only to Current GPSTC Employees

POSTED: 06/30/2026

DEADLINE: 07/31/2026

(The application period may close earlier if satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: Administrative Assistant 2 (Technology Services Section)

☒ Full-Time ☐ Part-Time

Annual Starting Salary: \$38,480.00 (\$3,206.66 per month)

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: Under the limited supervision of the Section Director, performs a wide range of office administrative tasks supporting the Technology Services Section. Duties may be complex in nature and may involve access to confidential information and include special projects as requested. May assist with Tier 1 tech support requests. Represents the section and provides information and assistance to internal and external customers.

Minimum Qualifications: Associate's degree from an accredited college or university AND two years of related experience OR Four years of related experience performing general office duties of moderate difficulty in an office environment. Must 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. Advanced computer skills (Word, Excel, PowerPoint, Access, database programs). Ability to research and develop reports to support the Section Director as instructed.

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

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) 993-4407 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.