



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-07086

☒ Open to All Qualified Applicants

☐ Open Only to Current GPSTC Employees

POSTED: 07/31/2026 DEADLINE: 08/14/2026

**(The application period may close at any time prior to the posted deadline, once a suitable applicant pool is identified.)*

JOB TITLE: **Customer Service Representative**

☒ Full-Time ☐ Part-Time

Salary: \$2,343.38 / month (\$28,120.60 annualized)

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.

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.

All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the GPSTC Human Resources Division for next steps in the selection process. **Initial screening is by application review only.**

Description of Duties & Responsibilities: Under general supervision, performs a variety of clerical duties in support of the Student Services Section. Greets guests upon arrival at the student services desk. Issues lodging for students and instructors for dormitory/motel rooms and provides meal tickets. Answers telephone. Monitors and electronically operates front-gate security system. Monitors radio communications and alarm systems. Work hours subject to shift changes and/or shift rotation, including weekends and holidays.

Minimum Qualifications: High School diploma/GED and two years of experience in a customer service operation that involved multi-tasking and maintaining positive interaction with customers.

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