GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-11118

☒ Open to All Qualified Applicants ☐ Open Only to Current GPSTC Employees

POSTED: 11/18/2026 **DEADLINE:** 12/18/2026* The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.

JOB TITLE: **Administrative Support 3 (GPSTC-Columbus / 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 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.

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.