GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-11115

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

POSTED: **11/13/2026** **DEADLINE:** **12/04/2026** (The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

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

JOB TITLE: **Part-time Student Services Clerk** ☐ **Full-Time** ☒ **Part-Time**

Hourly Rate: **$12.00 / hour (<29 hours/week)**

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:

- State of Georgia Application for Employment (completed & signed)
- Resume (Provide summary description of duties performed in current/past jobs.)
- Copy of DD214 (as applicable)

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

Link to Job Application: www.gpstc.org/careers

GPSTC is an Equal Opportunity Employer.

Description of Duties & Responsibilities: Performs general clerical job responsibilities in support of the Student Services Section. Primarily assigned to support critical hours during 2nd shift requiring afternoon and early evening availability. Scheduled hours depend on workload demand. Some weekends and/or holiday work hours. Other duties include monitoring and responding to radio communications and alarm systems; monitoring and electronically operating the front gate security system; reporting suspicious activity; answering telephones; and providing information and/or directions in a courteous, helpful, and timely manner.

Minimum Qualifications: One year of experience performing general office duties of moderate difficulty that involved computer usage. Basic knowledge of word processing, spreadsheets and databases. Demonstrated ability to accurately perform data entry.

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