

GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL  
P.O. Box 349  
Clarkdale, Georgia 30111

Ken Vance  
Executive Director



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## NOTICE OF EMPLOYMENT OPPORTUNITY

The Georgia Peace Officer Standards and Training Council will be accepting applications from February 20, 2019 until the close of business (4:30 p.m.) on March 1, 2019, to fill the following position:

**POSITION:** - Administrative Assistant - (Certification Specialist)

**POSITION TYPE:** - Unclassified (Non-Merit)

**SALARY:** - \$ 30,000 Annually

**LOCATION:** - 5000 Austell-Powder Springs Rd., Suite 261 Austell, Georgia (Cobb County)

See map and directions at [www.gapost.org](http://www.gapost.org)

### DUTIES / RESPONSIBILITIES:

Will handle various clerical, telephone, and receptionist related duties and responsibilities. Process applications for certification and registration of various public safety classifications. Respond to written and telephonic inquiries concerning the certification process in a professional and skillful manner. Assists in other areas of the agency operation when needed. Must be able to strictly adhere to written standards, guidelines and procedures.

### MINIMUM REQUIREMENTS:

Applicants must possess a High School Diploma, a valid Georgia Driver's License, and substantial skills in data processing. Applicants must have a working knowledge of word processing and database software applications (e.g., MS Office). At least twelve (12) months experience in customer service related duties is required. The applicant must be able to analyze complex situations and be successful in resolving difficult problems and issues both on the telephone and during public contact. General knowledge of application processing including the ability to comprehend and compose technical writing and the ability to relate processes to organizational structure is required. In addition, the applicant must have strong phone skills and be able to successfully complete a thorough background investigation. At least three (3) professional references are required.

### PREFERRED REQUIREMENTS:

In addition to the minimum requirements listed, preference will be given to those applicants who have considerable knowledge in the training and employment requirements for public safety employees to include law enforcement, corrections officers, communications officers, probation and parole officers, and others in the criminal justice setting. Computer skills and more than 12 months experience with data processing software are preferred.

**Employment Opportunity continued**

Interested Applicants may submit resumes to the attention of:

**Mail**

Director R~Á q|^  
Employment Opportunity  
Georgia P.O.S.T. Council  
P.O. Box 349  
Clarkdale, Georgia 30111

**Email**

[jmiller@gapost.org](mailto:jmiller@gapost.org)

**Due to the anticipated volume of interested applicants, we will be unable to answer inquiries concerning this employment opportunity.**