

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	SS: SECRETARY (AL)
POSITION NUMBER:	00052347
LOCATION:	GEORGIA DEPARTMENT OF AGRICULTURE 19 MLK JR. DR. SW ROOM 410 ATLANTA, GA 30034
POSTING DATE:	SEPTEMBER 12, 2014
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	10
ENTRY SALARY:	SALARY TO COMMENSURATE WITH EXPERIENCE

DESCRIPTION OF DUTIES:

- Handle incoming office calls and inquiries via telephone
- Draft form letters, memos, and regulatory letters as directed
- Process pesticide product registrations and keep accurate records
- Provide courteous and prompt customer service.

MINIMUM QUALIFICATIONS:

Two years related experience OR Associate degree OR One year at the lower level or position equivalent

Note: Some positions may require an examination

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- 1-2 years of experience performing clerical duties or customer service work;
- 50 WPM typing speed;
- Experience in Microsoft Office (Word, Excel, Outlook & Access)
- Basic knowledge of agriculture and pesticides.

HOW TO APPLY: (We accept applications and/or resumes by either transmission listed below.)

- Mail a completed State of Georgia application and/or resume to the Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. FOR QUESTIONS, CONTACT DAPHNE HANNA AT (404) 656-3615.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.
NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR AN INTERVIEW.

AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.