

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	SS: SECRETARY (AL) FORMERLY KNOWN AS CA/EQUINE HEALTH SECTION SECRETARY
POSITION NUMBER:	00051883
LOCATION:	GEORGIA DEPARTMENT OF AGRICULTURE 19 MLK JR. DR. SW ROOM 122 ATLANTA, GA 30034
POSTING DATE:	APRIL 9, 2014
APPLICATION DEADLINE:	APRIL 30, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	10
ENTRY SALARY:	SALARY TO COMMENSURATE WITH EXPERIENCE

DESCRIPTION OF DUTIES:

- Handle incoming office calls, inquiries and complaints via telephone
- Receive and enter Equine Complaints in system & send to field staff in a timely manner
- Clearly communicate management's views on major issues to individuals both within and outside the Department
- Draft form letters, memos, and regulatory letters as directed by management
- Request needed supplies for the office and maintain supply inventory
- File paper & electronic records
- Receive new license requests & enter. Notify appropriate field staff of new facilities and communicate with Licensing Division.
- Keep accurate records of delinquent licensees' status, as well as all communication

MINIMUM QUALIFICATIONS:

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

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;
- 40WPM typing speed;
- Experience in Microsoft Office (Word, Excel, Outlook & Access)
- Basic knowledge of horses and the Equine Industry

Technical Competencies:

1. Knowledge of general office procedures including typing, filing etc.
2. Ability to compose correspondence that is both concise and professional
3. Ability to open, route incoming mail, answers correspondence and prepare outgoing mail
4. Organizational skills
5. Ability to make decisions with regard to job assignments and manage office workload

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.**