



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	TS: OFFICE ADMIN GENERALIST (AL) [WORKING TITLE: ADMINISTRATIVE & PROCUREMENT SPECIALIST]
<b>POSITION NUMBER:</b>	00052329
<b>LOCATION:</b>	ADMINISTRATION DIVISION, INFORMATION TECHNOLOGY ADMINISTRATION, ATLANTA
<b>POSTING DATE:</b>	MARCH 19, 2014
<b>APPLICATION DEADLINE:</b>	MARCH 24, 2014
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	13
<b>ENTRY SALARY:</b>	\$2,449.96/MONTH

**DESCRIPTION OF DUTIES:** Provides advanced technical-level support and office administration to assigned functions or program areas (Examples: division or department administration, purchasing, etc.). Provides information and assistance to internal and external customers, resolves issues and prepares research data.

Duties may include:

- Answer incoming calls and routes them appropriately.
- Checks and/or compares documents, forms, applications, or other materials for accuracy, completeness, grammar, and format.
- Composes routine correspondence and memoranda in accordance with instructions.
- Collects, sorts, batches, alphabetizes, codes, and/or places in numerical order various documents for filing, storage, or processing.
- Organizes, maintains, and/or purges files, documents, and/or logs.
- Prepares and processes bills, invoices, receipts, statements, checks, and other financial documents.
- Schedules appointments, maintains conference room availability, and reserves and assigns motor vehicles and other equipment to staff.
- Distributes and provides instructions for completion of applications and other forms; reviews forms for proper completion.
- Handles and processes mail.
- Retrieves records, associates with requests or inquiries, and routes to proper persons.
- Enters, retrieves, updates, verifies, and deletes information from manual and electronic files.
- Retrieves and compiles data and prepares reports.
- Interprets and applies instructions and guidelines to resolve work problems.
- Operates standard office equipment.
- Reviews and processes documents such as contracts and leases.
- Receives verbal and written requests for information. Determines pertinent sources and searches records and files for information for requestors.
- Returns documents for correction with detailed explanation.
- Provides assistance and training to others in the work unit.
- Assists with purchasing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree and one year of work related experience

OR

Four years of work related experience.

**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:* Reporting skills, administrative writing skills, Microsoft Office skills, managing processes, organization, analyzing information, professionalism, problem solving, supply management, inventory control and verbal communication.

**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 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](mailto:GDAPersonnel@agr.georgia.gov).

**PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.**

**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 INTERVIEWS.**

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