



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	<i>TS: Market Operations Spec(WL)</i>
POSITION NUMBER:	00052089
LOCATION:	AUGUSTA STATE FARMERS MARKET
POSTING DATE:	OCTOBER 27, 2014
APPLICATION DEADLINE:	OCTOBER 29, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	9
ENTRY SALARY:	\$23,500.00/ANNUALLY

DESCRIPTION OF DUTIES: Provides support and general assistance to the manager. Answer questions and other inquiries. General bookkeeping and accounting of monies collected and preparing monthly reports detailing those collections and deposits. Perform general clerical and administrative duties, including but not limited to answering the telephone, filing, greeting customers and collection of fees. Prepare reports by collecting information, maintain office supplies and assist in the general maintenance of the office. Perform daily quality inspections.

MINIMUM QUALIFICATIONS: Completion of high school or GED **AND** Three years of experience in the area of assignment

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 (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonel@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.