



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: Operations Analyst (EL)
POSITION NUMBER:	00052447
LOCATION:	LIVESTOCK & POULTRY SECTION, ANIMAL INDUSTRY-FULTON COUNTY
POSTING DATE:	MARCH 31, 2015
APPLICATION DEADLINE:	APRIL 8, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	11
ENTRY SALARY:	SALARY IS COMMENSURATE WITH QUALIFICATIONS

DESCRIPTION OF DUTIES: THIS POSITION IS ASSIGNED TO THE ATLANTA OFFICE. Job responsibilities of this position include: reviewing and verifying the accuracy of documents received by Animal Industry; entering said data into the appropriate database; extracting and compiling information from databases to produce required annual and quarterly reports; and other job duties as assigned.

MINIMUM QUALIFICATIONS: Completion of 90 quarter (60 semester) hours of coursework from an accredited college or university OR Two years of 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:

- Working knowledge of Windows computer operating system and applications.
- Experience entering information into various databases.
- Experience reviewing and verifying a large volume of documents.

HOW TO APPLY:

- 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; or
- Fax a completed State of Georgia application and/or resume to (404) 463-8196; or
- 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. Applications/resumes received without a job title and/or position number will be considered unsolicited applications and will not be reviewed. This position is subject to close at any time once a satisfactory applicant has been identified.

**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.**

**THE GEORGIA DEPARTMENT OF AGRICULTURE IS
AN EQUAL OPPORTUNITY EMPLOYER**

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