

# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement



<b>JOB TITLE:</b>	GATE COMPLIANCE OFFICER (WORKING TITLE)
<b>POSITION NUMBER:</b>	00052011
<b>LOCATION:</b>	NORTHEAST GA
<b>POSTING DATE:</b>	NOVEMBER 21, 2016
<b>APPLICATION DEADLINE:</b>	NOVEMBER 23, 2016
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>ENTRY SALARY:</b>	\$15.00/HOUR

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

**DESCRIPTION OF DUTIES: This position is located in Northeast Georgia.**

The Georgia Agriculture Tax Exemption program (GATE) is an agricultural sales and use tax exemption certificate issued by the Department of Agriculture that identifies its user as a qualified farmer or agricultural producer. The GATE program was created through legislation and provides qualified agriculture producers a sales tax exemption on agricultural equipment and production inputs. Successful applicant must have personal cell phone and provide own transportation; this position works up to 29 hours per week. This position is not eligible for benefits.

The duties of the GATE Compliance Officer include, but are not limited to, the following:

1. Performs site visits at retailers who sell products under the GATE program; retailers include those establishments that sell agriculture-related products.
2. Provides information regarding the GATE program to retail establishments.
3. Provides information regarding the GATE program to customers whenever a GATE purchase is made.
4. Interviews the retailer concerning the GATE program in order to determine the level of understanding and compliance.
5. Collects survey information regarding the GATE program.
6. Ensures GATE guidelines are being followed.
7. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Associates degree in business or closely related area OR two years of directly related experience.

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree in business or a closely related area;
- Experience working for a state/federal agency, college or university;
- Knowledge of the GATE program;
- Familiarity with tax exemptions;
- Excellent customer service skills; and
- Working knowledge of Microsoft Office Suite.

**NOTE: THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES. HIRING OF APPLICANTS IS CONTINGENT UPON SATISFACTORY RESULTS OF EMPLOYMENT VERIFICATION, BACKGROUND AND CRIMINAL RECORDS INVESTIGATIONS AND MOTOR VEHICLE REPORTS.**

**HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.**

- Mail a completed State of Georgia application 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 to (404) 463-8196; or
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

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