



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

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| JOB TITLE: | Support Services Worker |
| POSITION NUMBER: | TEMP |
| LOCATION: | ANIMAL INDUSTRY DIVISION – LIVESTOCK/POULTRY SOUTH THIS POSITION IS ASSIGNED TO THE FOLLOWING COUNTIES: EMANUEL, TREUTLEN, JOHNSON, MONTGOMERY, TOOMBS AND CHANDLER (APPLICANT MUST RESIDE IN THE ONE OF THE LISTED COUNTIES). |
| POSTING DATE: | JANUARY 30, 2017 |
| APPLICATION DEADLINE: | OPEN UNTIL FILLED |
| WHO MAY APPLY: | ALL QUALIFIED CANDIDATES |
| PAY GRADE: | N/A |
| ENTRY SALARY: | \$15.00 |

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 ASSIGNED TO THE FOLLOWING COUNTIES: EMANUEL, TREUTLEN, JOHNSON, MONTGOMERY, TOOMBS AND CHANDLER (**APPLICANT MUST RESIDE IN THE ONE OF THE LISTED COUNTIES**). The Support Services Worker will be responsible for the collection and reporting of market prices at assigned livestock auctions each week. They will use USDA grading standards and guidelines to gather market data such as price, USDA grade, class, and weight and market trends of various livestock as it is sold at assigned markets each week. Employment is contingent upon completion of the USDA Livestock Grading certification within the first 30 days of employment.

MINIMUM QUALIFICATIONS: Vocational or technical degree in agriculture, horticulture, environmental science, pest control, entomology or a closely related field from an accredited college OR High school diploma or GED AND One year of experience in the area of assignment OR Two years of college, which included 12 semester/20 quarter hours in chemistry or life sciences.

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:*

- Knowledge of livestock industry and management practices associated;
- Knowledge of livestock species(cattle, sheep and goats)
- Ability to communicate verbally and in writing, in a timely and accurate fashion, with peers, management, private industry, etc.;
- Proficiency with computers and smartphones;
- Proficiency with Microsoft Office Suite;
- Ability to accurately input large amounts of data into a specified database.

- Dependable mode of transportation

PLEASE NOTE: Employment is contingent upon completion of the USDA Livestock Grading certification within the first six (30) days of employment.

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.

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 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 FOR AN INTERVIEW, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.