



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	SS: SECRETARY (AL) [FORMERLY SECRETARY (AGR)]
POSITION NUMBER:	00052388
LOCATION:	LABORATORY DIVISION, TIFTON FACILITY
POSTING DATE:	NOVEMBER 21, 2013
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	10
ENTRY SALARY:	\$1,839.83/MONTH

DESCRIPTION OF DUTIES: Provides administrative, clerical, and secretarial functions in support of an individual(s). Duties include drafting basic correspondence, answering telephones, providing information to callers, scheduling appointments, etc. May supervise lower level staff.

MINIMUM QUALIFICATIONS: Two years related experience

OR

Associate degree

OR

One year at the lower level or position equivalent.

NOTE: A minimum typing speed of 50 words per minute is necessary.

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.

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 Debbie Teal, 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 Debbie Teal at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to Deborah.Teal@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. If you have submitted an application and/or resume to our Department within the last year, then **call** to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal at (404) 656-3615.

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.