

# Georgia Department of Education

## Job Announcement

Posting Date: February 9, 2016  Announcement: <b>GSD 2016-03</b>	<b>Apply by: Until Filled</b>	
Position Title: <b>Secretary 1</b> <b>12 month position</b>  Position: # 00055497	Location: Georgia School for the Deaf 232 Perry Farm Road, SW Cave Spring, GA 30124	Program/Unit: Georgia School for the Deaf/Division of State Schools
<b>Description of Duties:</b> Under general supervision, performs a variety of routine secretarial, clerical, and administrative duties for the Georgia School for the Deaf administration, faculty students and staff. Responsibilities include, but are not limited to: answers the gate and directs visitors to the main office; answers a multi-line telephone, directs calls to the appropriate staff, and takes/delivers messages as needed; greets persons entering establishment, ensures that they sign in, and directs them to or contacts appropriate personnel; facilitates student check in/out; operates office machinery and computers for the purpose of filing, copying, entering data, maintaining logs, etc.; provides clerical support such as typing, filing, ordering supplies, processing and sorting mail, and posting packages/special correspondence at the Post Office; supports teachers by gathering supplies, faxing, posting, filling copy machine, etc.; assists in administering medications and contacts nurse as needed; calls for shuttle bus service; contacts maintenance/housekeeping for immediate needs; logs teacher/staff completion of paperwork tasks; other duties as assigned.		
<b>Minimum Qualifications:</b> <ul style="list-style-type: none"> <li>Six months of experience in secretarial, clerical, or general office duties of routine difficulty</li> <li>A minimum typing speed of 50 words per minute</li> </ul>		
<b>Preferred Qualifications:</b> Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following: <ul style="list-style-type: none"> <li>Strong computer skills, including proficiency in Microsoft Office (Excel, Word, Access, and PowerPoint)</li> <li>Experience as a school receptionist/secretary</li> <li>Possess American Sign Language (ASL) proficiency at the "Survival or Intermediate" or higher level as measured by the Sign Language Proficiency Interview (SLPI), ASL Proficiency Interview (ASLPI), or as assessed by qualified GSD staff</li> </ul>		
<b>Salary/Benefits:</b> Pay grade D - Hiring salary range \$18,611.00 (minimum) to \$26,588.00 market average. Starting salary dependent on current employment, training and experience. Benefit options include life, disability, dental and health insurance; annual/sick leave; and Employees' Retirement or Teachers' Retirement.		
Submit a State of Georgia Application for Employment form* to: <div style="text-align: center; margin: 10px 0;">           Georgia School for the Deaf            Attn: Personnel Office            232 Perry Farm Road, SW            Cave Spring, GA 30124            Telephone: 706-777-2286            Fax: 706-777-2240            Internet Address: <a href="http://www.gsdweb.org">www.gsdweb.org</a>            E-mail: <a href="mailto:gsdemployment@doe.k12.ga.us">gsdemployment@doe.k12.ga.us</a> </div>		
*An application is required; resume is optional. Applications must have a daytime telephone number and complete employment and salary history with addresses and contact numbers. Consideration/interviews will begin as soon as a list of applicants is established. Applications will be evaluated and only those meeting the qualifications may be forwarded to the hiring manager to be considered. Candidates chosen for interviews will be contacted directly. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received, we cannot provide application status information.		
It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices. The Georgia Department of Education (GaDOE) and each associated State School is a registered participant in the federal work authorization program commonly known as E-Verify. The GaDOE utilizes the program to verify employment eligibility of individuals hired on or after July 1, 2007. GaDOE Federally-issued User ID#: 46420 Date of Authorization: 07/02/2007		
<b>An Equal Opportunity Employer</b>		