

Georgia Department of Education

Job Announcement

Posting Date: 06/13/2017 Announcement: GSD 2017-12	Apply by: Until Filled	
Position Title: Admin Support 3 Position: # 00055437	Location: Georgia School for the Deaf 232 Perry Farm Road, SW Cave Spring, GA 30124	Program/Unit: Georgia School for the Deaf/Office of State Schools
Description of Duties: Under broad supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment		
Minimum Qualifications: High school diploma or GED AND Four (4) years of progressively complex office or administrative experience.		
Preferred Qualifications: 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"> Intermediate Level of American Sign Language (ASL) as measured by the ASLPI, SLPI or qualified GSD staff 5+ years of experience in an Administrative Support position Experience working with Deaf individuals Knowledge of Infinite Campus Strong computer skills, including proficiency in Microsoft Office (Excel, Word and PowerPoint). 		
Salary/Benefits: Pay grade E – Annual salary from \$20,472 (starting salary) to \$29,246 (market average) and is commensurate with current employment, relevant education/training, previous work experience and available funding. Benefit options include life, disability, dental and health insurance; annual/sick leave; and Employees’ Retirement (ERS) or Teacher’s Retirement (TRS).		
Submit a State of Georgia Application for Employment and salary history 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: 706-777-2204 E-mail: gsdemployment@doe.k12.ga.us </div> <p>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.</p> <p>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</p>		
An Equal Opportunity Employer		