



Georgia Peace Officer Standards and Training Council

Job Vacancy Announcement

Title: Administrative Assistant - Resiliency Program
Division: Operations Division
Starting Salary: \$18.00/per hour
Position: Part-time, hourly

The Georgia Peace Officer Standards and Training Council received a grant to administer the Georgia Law Enforcement Resiliency Program. This training is specifically designed to provide the students with skills and tools to withstand the pressures of the job as they occur day to day, to recover from the fallout caused by those stressors, and above all, the ability to learn, grow and triumph over those events and situations. We currently are seeking a goal-driven individual to assist the Grant Administrator.

Job Description

The Resiliency Program Administrative Assistant will have the necessary acumen and skills to perform a variety of assigned duties necessary to proficiently execute tasks and assist with the coordination of special projects, under limited supervision. The ideal candidate should have excellent oral and written communication skills, able to provide clerical and general technical support, and provide excellent customer service responses in a pleasant and professional manner, delivering appropriate and timely information as required. The Administrative Assistant reports to the Resiliency Program Grant Administrator and the Director of Operations, GA P.O.S.T. Council.

CORE COMPETENCIES

Customer Service

Effectively provide support, accurate and useful information to meet customer needs. Consistently greets staff and visitors professionally, promptly, and respectfully face-to-face or over the phone. Shows respect by remaining patient, calm, and polite. Seeks to be trained and informed in order to apply a good working knowledge of available services and information.

Teamwork and Cooperation

Consistently works with others to accomplish goals and tasks. Treats all team members with a respectful, courteous, and professional manner; supports team despite different points of view or setbacks. Consistently works well with a variety of different people; rarely encounters someone he/she cannot work effectively with on a task/project. Considers the views of other people (& departments, if relevant) when analyzing a situation or developing a solution.

Results Orientation

Executes and achieves assigned clear and specific performance goals, expectations, and priorities. Aligns work efforts with that of the Grant Administrator, Resiliency Program Official and other team members

to achieve established and future objectives. Works around typical problems and obstacles to get results. Manages own time well. Delivers work results which meet stated needs and are complete, accurate and of good quality. Takes responsibility and stays focused on problems until an effective solution can be found.

Accountability

Commits to Agency and program goals. Takes responsibilities seriously and consistently meets the expectations for quality, service, and professionalism. Displays calm, competent and professional image to the public and other State employees. Consistently presents oneself as a credible representative of the Agency through honest, reliable, and ethical behavior.

Judgment and Decision Making

Uses established standards/methods to solve common problems; responds to recurring problems by investigating the underlying causes and taking steps to eliminate them. Analyzes problems effectively with uncertainty and an incomplete set of facts to develop a feasible and effective

Job Responsibilities

- Provides clerical and general technical support for the Resiliency Program Grant Program.
- Assists with planning, scheduling, logistics, and other training event tasks.
- Gathers and shares accurate and useful information through research and comparative data.
- Utilizes a variety of software platforms to produce and store documents, spreadsheets, presentations, and promotional materials.
- Maintains effective interpersonal communication with to internal and external stakeholders.
- Orders office equipment, supplies and other training materials; acquire competitive pricing.
- Executes various clerical and administrative tasks to ensure the achievement of Agency goals.

Skills

Proficient in Microsoft Office Suite software, Google online applications, effective communicator, proficient with technology peripherals and equipment.

Minimum Qualifications (Preferred)

- High School Diploma with similar job experiences. Some College – 2 years a plus.
- Previous experience in Law Enforcement, Office or Grant Administration a plus.

For consideration as a candidate for employment for this position, please send resume to:

carafears@gapost.org

CARA FEARS-JOHNSON

Georgia Peace Officer Standards and Training Council – Resiliency Program Grant Administrator

Job posting opens: May 1, 2022

Job posting closes: TBA

This is a grant funded position and will be contingent upon renewal of the grant.