



**The
Georgia Public Service Commission
is accepting applications for
Administrative Technician for GUFPA**

Annual Salary: Commensurate with Experience
Recruitment Period: Until Filled
Number of Openings: 1

Job Description

Under limited supervision, provides professional level administrative support to senior management and staff of the Georgia Utility Facility Protection Act (GUFPA) Unit that requires exercising independent judgment and initiative. Assists in the operation and planning of the organization. Coordinates agendas, displays a professional image and a high level of ethical conduct, sets priorities, completes assignments in a timely manner, and appropriately evaluates own progress towards completion of work goals, determines objectives and strategies to achieve organizational goals. Provides effective customer service, uses computer information technology such as word processing and spreadsheets to produce work products, and adapts quickly to change. Provides critical and advanced level of administrative support, such as preparing and typing correspondence, greeting visitors, answering phones, filing, and processing incoming mail. Performs special projects as delegated. Performs other duties as assigned.

Duties and Responsibilities:

- Maintain approx 300+ case folders.
- Independently establishes and monitors deadlines to ensure timeliness of staff's responses to inquiries and other issues.
- Maintain email folders for Notice Of Incident (NOI)
- Records and distributes minutes and other relevant information to appropriate participants in a thorough and timely manner.
- Proof reads and edits reports and other documentation to ensure accuracy.
- Learn and understands provision of the GUFPA statute as well as the Commission's procedures for the enforcement of GUFPA.
- Testify at RULE NISI and 46-2-91 hearings.
- Maintains and monitors the use of supplies, equipment and services for an office.
- Completes data entry accurately, timely and in the prescribed format required.
- Confers regularly with staff to review specific problem areas and actions necessary for improvement.
- Uses independent judgment and knowledge of the organization to assist in handling incoming calls.
- Responsible for processing open records request for the Unit.
- Maintain training certificates.
- Process penalty payments.

Preferred Training and Experience: Associates or Bachelors Degree, or 2-3 years of experience in an administrative assistant position.

Exam and Evaluation Information: Must successfully complete State background check.

Submit an application package with the following:

1. Cover Letter
2. Resume
3. Public Service Commission Application
4. State of Georgia Application
5. School Transcripts where applicable

To Apply: Select “Apply Online” for the relevant position at <https://psc.ga.gov/career-opportunities/>. Submit your contact information and upload your application package following steps 1 through 5.