



The
Georgia Public Service Commission
is accepting applications for

Executive Secretary

Annual Salary: \$72,000 - \$78,000
Recruitment Period: September 30, 2021
Number of Openings: 1

Job Description:

Under the general direction of the Executive Director serves as custodian of all files and records of the Commission, sets the Commission calendar and the main point of contact to the public at large, industry representatives, Secretary of State's office and the Commission staff.

Duties and Responsibilities/Technical Skills:

- Keeps all books, files & records for the Commission
- Process rulemakings and coordinate with staff and the Secretary of State's office on implementation
- Maintains and sets the official Commissioner calendar which includes coordinating and scheduling all Commission hearings and meetings with staff and Commissioners
- Serve as the main point of contact for the Commission lobby and hearing room for the public at large, industry representatives, staff and Commissioners
- Receive and process all filings which includes entering data into the STARS system in accordance with the Official Filing Schedule
- Prepare and file all records and documents under appeal with Fulton County Superior Court
- Prepare the Administrative Affairs agendas

Other Skills:

The candidate should demonstrate: leadership and strong communication skills, the ability to establish and maintain collaborative working relationships with staff, other state government agencies and officers, municipal and industry representatives as well as the public at large.

Preferred Training, Experience, Skills and Abilities:

Bachelor's degree from accredited college or university, law degree or certificate from an ABA accredited paralegal school or applicable experience. Effective writing and communication skills. Management or administrative supervision. Experience with Microsoft Office and knowledge of the STARS docket system or similar data system is a plus.

Submit an application package with the following:

1. Cover Letter
2. Resume
3. Public Service Commission Application
4. State of Georgia Application

Electronic application forms in WORD format are available for download at www.psc.state.ga.us. Click on the "Careers" tab

Submit electronic information to hrgpsc@psc.state.ga.us.