



The  
**Georgia Public Service Commission**  
is accepting applications for

**Executive Assistant**

**Salary:** \$50,000 - \$54,000 Commensurate with experience  
**Number of Openings:** 1  
**Recruitment Period:** Until Filled  
**Location:** Downtown Atlanta, Hybrid

The Executive Assistant will report directly to a state-wide elected Commissioner.

The Georgia Public Service Commission is a five-member constitutional agency that exercises its authority and influence to ensure that consumers receive safe, reliable, and reasonably-priced telecommunications, electric, and natural gas services from financially viable and technically competent companies. For more information on the Commission, see the Commission's website at <https://psc.ga.gov>

**Duties and Responsibilities**

- Manage but not limited to all aspects of the Commissioner's schedule using Outlook Calendar, emails and phone calls under minimal supervision.
- Filter and prioritize meeting requests, phone calls and communicate on behalf of the Commissioner.
- Schedule meetings, arrange travel, manage and submit expense reports, and submit conference attendance registrations.
- Work closely with industry professionals, lobbyists and utility companies.
- Strong organizational and writing skills are a must.
- Manage all incoming materials to the Commissioner and ensure they are kept up to date on hearings, meetings, filings and docket information.
- Ensure the Commissioner is informed of priorities and deadlines.
- This position also handles constituent issues that have been escalated to the Commissioner's office.
- Duties of this office are of a confidential nature and must be handled accordingly.

**Minimum Training, Experience, Skills and Abilities:**

Completion of a Bachelor's degree or at least 3 to 5 years of experience as an administrative assistant with demonstrated technical and computer competency. Good oral and written communication skills are a must.

**Excellent Benefits:**

- 401(k) with matching
- Defined Benefit Plan (pension)
- Employer qualified for Student Loan Forgiveness Program
- Health Insurance
- Dental and Vision Insurance
- Employee Discounts
- Flexible Schedule
- Health Savings Account
- Life Insurance
- Vacation Leave – three weeks annually that rolls over
- Sick Leave – three weeks annually that rolls over
- 13 Paid Holidays
- Professional development assistance

Candidates selected for further consideration will be required to submit the following:

- Georgia Public Service Commission Employment Application
- State of Georgia Employment Application
- College or University Transcripts

**Evaluation Information:**

Must successfully complete a background investigation.

Submit your resume and cover letter on <https://psc.ga.gov/career-opportunities/> or on Indeed.com.