



**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

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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 service from financially viable and technically competent companies. For more information on the Commission, see the Commission website at <https://psc.ga.gov>.

Job Description

Under limited supervision, provides professional level administrative support to senior management and staff of the Georgia Underground 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, proficient in Microsoft Office Suite (Word, Excel). Provides critical and advanced level of administrative support, such as drafting 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)
- Proofreads and edits reports and other documentation to ensure accuracy.
- Learns and understands provisions of the GUFPA statute as well as the Commission's procedures for enforcement.
- Testify at Commission 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 Bachelor's Degree, or 2-3 years of experience in an administrative assistant position.

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

Submit a resume and an optional cover letter to: hrgpsc@psc.ga.gov or via our website at www.psc.ga.gov/careers or Indeed.com