



Clerk
Region 2, Union Co DFCS (Blairsville, GA)
Division of Family and Children Services

Position Number: R2_Union_00025275

Vacancy Posting Date: 5.7.13

Overview

The Georgia Department of Human Services (DHS), **Division of Family & Children Services (DFCS)** is seeking candidates for the position of **Clerk**. This position is based in **Region 2, Union County. Blairsville, Georgia is the County seat for Union County.**

DHS delivers a wide range of human services designed to promote self-sufficiency and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and approximately 8500 employees. DHS is comprised of three divisions and seven offices.

DFCS is the division within DHS that investigates child abuse, identifies foster homes for abused and neglected children; helps low income and out-of-work families get back on their feet; assists with childcare costs for low income parents who are working or in job training programs; and provides a number of additional support services and innovative programs to provide aid to troubled families.

Summary of Responsibilities

This position reports to the Office Manager. The Clerk engages in various clerical duties associated with the operation of an efficient office. Specific duties may include but not be limited:

1. Greets and assists customers.
2. Performs general office clerical/secretarial/duties, including keyboarding, filing, generating and managing correspondence (reports, documents, memos, forms, presentations), addressing telephone inquiries, duplicating documents and other activities to assist staff in preparing for and making presentations, completes data entry assignments, etc.
3. Uses Microsoft Office Suite and/or standard software applications typically used in a corporate office environment to perform daily work assignments.
4. Receives and properly manages incoming and outgoing mail and telephone communications.
5. Orders supplies and equipment for the office.
6. Maintains files of required reports and records.
7. Maintains time and attendance records for staff.
8. Maintains confidential records.
9. Provides assistance to staff members, as needed.
10. Engages in other specialized activities relative to the office, program, division or agency.
11. Performs other professional responsibilities as assigned by supervisor.

Core Competencies

1. Ability to use customer service skills to include active listening and sound judgment
2. Excellent oral, written, presentation and interpersonal communication skills
3. Proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment

Candidates selected for interview will complete a post-interview assessment of their proficiency using Microsoft Office Suite applications.

DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.

Required Qualifications: Education, Experience and Credentials

1. Completion of one (1) year of education at an approved accredited post-secondary institution of higher learning
- or-
2. High school diploma or GED equivalent and 12 months related work experience
- or-
3. 12 months work experience as an Office Assistant or Clerk 1 (Refer to State of GA Classification Structure)

Competitive Total Rewards Package: Compensation and Benefits

Pay Level 9. Starting Salary: \$20,039.02

Current state government employees are subject to DHS and/or State Personnel Board rules and practices regarding salary designations.

Benefits: Generous benefits package that includes an employee retirement plan, deferred compensation, 12 annual paid vacation days and sick leave. Flexible benefits include selection options for life, dental and vision insurance and long-term health care.

Georgia On My Mind: It Doesn't Get Any Better Than This

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources.

From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You're Really Going to Like Union County

There are plenty of seasons and plenty of reasons to explore Blairsville and Union County, Georgia, deep in the heart of the Chattahoochee National Forest and North Georgia's Blue Ridge Mountains. Here, you'll enjoy hiking, mountain biking and horseback riding, as well as watersports on two lakes: Winfield Scott and Nottely. South of Blairsville, the county seat, adventurers can explore eight wonderful waterfalls, as well as petroglyphs left by ancient natives in the soapstone at Trackrock Archeological Area, just east of Blairsville.

Blairsville and Union County, Georgia: Full of festivals and fun, waterfalls, mountains, syrup, and sweet memories. Each season, come discover something new:

<http://www.blairsvillechamber.com/>

Apply Now: Your Career is Waiting. The Only Thing Missing is You!!!

To begin your new career:

1. Scroll to the bottom of this page;
2. Click on the CLICK HERE TO APPLY tab;
3. Upload a cover letter and résumé in Microsoft Word (.doc, .docx, .txt or .pdf format) for the desired position. The cover letter and résumé will be used to initially assess written communication skills and the ability to effectively use standard software applications.

Interested applicants should adhere to these submission requirements and apply without delay. Primary consideration will be given to applicant packages that comply with submission guidelines. Vacancy advertisements are removed as soon as a viable applicant pool is established.

You will receive an email to acknowledge receipt of your documents. Due to the volume of submissions received, we are unable to respond directly, either by telephone, letter or email, to requests to verify receipt of application documents. The email acknowledgement will serve as confirmation of receipt of requested documents.