



DHS/OIG – Clerk – (Fulton County) 00059599

**Job Number:
00059599**

Job Posting: January 12, 2017

Closing Date: January 31, 2017

Primary Location: 2 Peachtree St., Atlanta, GA (Fulton County)

Number of Openings: 1

Job: Clerical

Shift: Day Job

SALARY: Pay Grade: E

Salary Range: \$20,472 – 29,246

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) provides a wide range of human services designed to promote self-sufficiency, safety 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 nearly 9,000 employees. DHS is comprised of 3 Divisions the Division of Aging Services, the Division of Child Support Services, and the Division of Family and Children Services.

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.

OIG was created in September 2007 to provide objective oversight over the programmatic activities of DHS Offices and Divisions in order to ensure that Agency work is conducted in compliance with established policies and procedures. The OIG is comprised of five Units: Background Investigations, Benefits Recovery, Internal Audits, Internal Investigations and Residential Child Care.

OIG is seeking candidates for the position of **Clerk [Advanced Level (AL)]**. This position is based at 2 Peachtree, Atlanta, GA.

Job Summary & Responsibilities:

This position reports to the Criminal Investigator Supervisor. The incumbent in this position engages in various clerical duties associated with the operation of an efficient office.

Under limited supervision, the **Clerk:**

- Provides administrative support to supervisors.
- Greets and assists customers.
- 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.
- Uses Microsoft Office Suite and/or standard software applications typically used in a corporate office environment to perform daily work assignments.
- Receives and properly manages incoming and outgoing mail and telephone communications.
- Orders supplies and equipment for the office.
- Maintains files of required reports and records.
- Maintains time and attendance records for staff.
- Maintains confidential records.
- Provides assistance to staff members, as needed.
- Engages in other specialized activities relative to the office, program, division or agency.
- Performs other professional responsibilities as assigned.

Core Competencies:

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

Qualifications:

- Associate's degree from an approved, accredited post-secondary institution of higher learning.

-or-

- High school diploma or GED equivalent **and** two (2) years of related work experience.

-or-

- One (1) year of work experience at the most immediate lower level position (Refer to State of GA Classification Structure).

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit <http://team.georgia.gov/> for more information.

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and will be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, "Applicant Privacy Rights" at: http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

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 Metro Atlanta

As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of business and lifestyle, metro Atlanta is a great place to call "home." Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!!!

www.metroatlantachamber.com

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection

process. Applicants who are not selected will not receive notification. Former DHS employees must be eligible for rehire in order to be considered for the position.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

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