

Part-time clerical job with the State of GA. The location is in within the Air Protection Branch of the EPD in Clayton County.

Hours will vary - approximately 29 hours per week, weekdays (no weekends), hours vary anytime from 8 - 4:30.

Part-time secretarial position

The main function of this position will be to provide coverage for Air Branch's main entrance, this includes answering the main Air Branch phone lines and greeting and assisting visitors. A secondary duty of this hourly worker will be the entry of fee data related to Title V and other fees collected and processed by the Air Branch. Additional duties such as filing and miscellaneous clerical duties may also be assigned.

Deadline for submission of completed state employee application & resume: Dec 28, 2011. For application, go to <https://www.careers.ga.gov>.

Send application packages to:
bob.shih@dnr.state.ga.us