

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement



JOB TITLE:	GATE COMPLIANCE OFFICER (WORKING TITLE)
POSITION NUMBER:	5 POSITIONS AVAILABLE
LOCATION:	NORTH GA, EASTERN GA, WESTERN GA, CENTRAL GA, AND SOUTH GA
POSTING DATE:	JUNE 23, 2016
APPLICATION DEADLINE:	JULY 5, 2016
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
ENTRY SALARY:	\$15.00/HOUR

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES:

The Georgia Agriculture Tax Exemption program (GATE) is an agricultural sales and use tax exemption certificate issued by the Department of Agriculture that identifies its user as a qualified farmer or agricultural producer. The GATE program was created through legislation and provides qualified agriculture producers a sales tax exemption on agricultural equipment and production inputs. Successful applicant must have personal cell phone and provide own transportation; this position works up to 29 hours per week.

The duties of the GATE Compliance Officer include, but are not limited to, the following:

1. Performs site visits at retailers who sell products under the GATE program; retailers include those establishments that sell agriculture-related products.
2. Provides information regarding the GATE program to retail establishments.
3. Provides information regarding the GATE program to customers whenever a GATE purchase is made.
4. Interviews the retailer concerning the GATE program in order to determine the level of understanding and compliance.
5. Collects survey information regarding the GATE program.
6. Ensures GATE guidelines are being followed.
7. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Associates degree in business or closely related area OR two years of directly related experience.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in business or a closely related area;
- Experience working for a state/federal agency, college or university;
- Knowledge of the GATE program;
- Familiarity with tax exemptions;
- Excellent customer service skills; and
- Working knowledge of Microsoft Office Suite.

Please note: The GATE Compliance Officer position is not eligible for benefits.

HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY ANY METHOD LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**

PREFERRED QUALIFICATIONS:

Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- State or Federal Meat Inspection experience;
- Computer skills including knowledge and experience with Microsoft Windows is desirable.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.

NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

**AN EQUAL OPPORTUNITY EMPLOYER
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