



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-015
EXTENDED DEADLINE**

POSTED: October 10, 2014

DEADLINE: December 31, 2014

JOB TITLE: Capital Asset/Inventory Coordinator

JOB CODE: FET041

PAY GRADE F (12)

POSITION NUMBER: 000123057

LOCATION: Administrative/Staff Services
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$26,000/yr. - \$36,000/yr.

DUTIES AND RESPONSIBILITIES:

This position is within the Staff Services unit which is responsible for inventory control, asset management, and surplus property. Position responsibilities include receiving, storing and issuing property and supplies as well managing property and inventory control. This position will work closely with the accounting director to ensure property depreciation values are in accordance with established state guidelines

MINIMUM QUALIFICATIONS

Two years of experience in materials (capital assets) management.

OR

One year of experience in a position equivalent to the lower level.

OR

Associate degree from an accredited college or university.

Preferred Qualifications:

-Experience/Knowledge with the following:

-Inventory control measures

-Asset management (PeopleSoft)

-Proficient in Microsoft Office Suite

-Possess strong organizational skills, ability to multi-task, and perform duties with minimal supervision

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

Applicants that have previously applied during the previous posting of 10/10/14 – 10/17/14 are still under consideration and do not need to re-apply.

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:

**Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER