



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-004

POSTED: July 24, 2015

DEADLINE: August 7, 2015

JOB TITLE: Database Administrator

JOB CODE: 80459

PAYGRADE: 15

POSITION NUMBER: 00202584

LOCATION: Division of Forensic Science (DOFS)
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$40,983 – \$44,000 annually

***NOTE: Due to budget constraints, the annual salary for this position cannot go above \$44,000.**

DUTIES AND RESPONSIBILITIES:

Learns to design and/or secure computer databases to store, track, and maintain a large volume of critical business information. Assists with simple, routine database tasks. This position will provide additional assistance and administration of the Lab Information Management System (LIMS). Tests all SQL code developed thoroughly to ensure efficient and accurate results. Provides operational and user assistance to address software and hardware problems. This is the entry/training level of the Database Administration job series. Incumbents in this job may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

MINIMUM QUALIFICATIONS

Three years of software applications experience using Microsoft SQL, querying, designing, testing, and coding applications of related databases.

OR

Bachelor's degree from an accredited college or university in an IT related field.

OR

Two year degree from an accredited college/university/IT Technical school in an IT related field with coursework in database management or software development and one year of experience in the related field.

OR

Two years of IT related coursework at an accredited college/university/IT Technical school AND successful completion of Microsoft SQL Exams for 2008, 2012 or higher with a passing score.

Note: Equivalent database experience/certification in an Oracle/MySQL environment will be considered as equivalent.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- Prior experience with SQL databases in a Windows Server environment
- Microsoft SQL Server Certification for SQL versions 2005, 2008, 2012 or higher
- Creating reports using Crystal Reports or SSRS
- Microsoft .NET development

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT:

(2) STATE OF GEORGIA APPLICATIONS & (2) COLLEGE TRANSCRIPTS 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](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

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