



GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION #16-032

**Re-Advertisement**

**POSTED:** January 27, 2016

**DEADLINE:** February 10, 2016

**JOB TITLE:** Admin Assistant 2  
**JOB CODE:** GST051  
**PAY GRADE:** G  
**POSITION NUMBER:** 00123058  
**LOCATION:** Admin/Staff Services  
GBI Headquarters (HQ)  
Decatur, Georgia  
  
**ANNUAL SALARY:** \$24,771.59 - \$35,387.99/yr.

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a wide range of office administration duties for assigned functions or program areas, duties may be complex in nature and involve access to confidential information. May research, investigate, and/or resolve program data or issues. Drafts documentation, reports, or presentations. Responsible for the photo identification process, card and key access, and creating/updating GBI credentials for GBI employees. Represents program or unit, provides information and assistance to internal and external customers. Duties include drafting basic correspondence, answering telephones, providing information to internal and external customers, scheduling appointments, generating/processing miscellaneous expense forms, and etc.

**MINIMUM QUALIFICATIONS:**

Associate degree from an accredited college/university **AND** One (1) year of related experience.

OR

Three (3) years of related experience.

**PREFERRED QUALIFICATIONS:**

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Secretarial/administrative support experience
- PeopleSoft Financials

## **VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

**Previous applicants are still under consideration for the posting from 1/15/16 – 1/22/16 and DO NOT need to re-apply.**

### **TO APPLY:**

#### **APPLICANTS MUST SUBMIT:**

#### **(2) STATE OF GEORGIA APPLICATIONS:**

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***