



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-058

POSTED: May 20, 2016

DEADLINE: May 27, 2016

JOB TITLE: Clerical Services Worker
(Approx. 25 hours per week)

JOB CODE: T6002

SALARY: \$13.26 per hour

POSITION NUMBER: 00155482

LOCATION: Georgia Information Sharing Analysis Center (GISAC)/
2635 Century Parkway, Suite 1030 – Atlanta, Georgia

DUTIES AND RESPONSIBILITIES:

Under general supervision, uses independent judgment and initiative to perform a variety of clerical, transcribing Agent's dictation, office management and advanced secretarial duties in support of management, staff and/or operations of the Georgia Information Sharing Analysis Center (GISAC).

MINIMUM QUALIFICATIONS:

One year of experience in secretarial, clerical and/or general office duties of moderate difficulty.

A clerical test may be administered at the interview.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: 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. All qualified applicants will be considered, but may not necessarily receive an interview. 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