



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #14-004b**

POSTED: January 17, 2014

DEADLINE DATE: Open Until Filled

JOB CODE: 90607
JOB TITLE: Forensic Tech (EL)/Evidence Receiving Technician
PAY GRADE: 11
POSITION NUMBER (S): 00153195, 00123718, 00153252
LOCATION: Division of Forensic Sciences
Lab Support/GBI Headquarters
Decatur, Georgia
SALARY: \$24,322.01/yr. – \$33,482.99/yr.

The Georgia Bureau of Investigation (GBI) is seeking qualified applicants to fill three (3) Evidence Receiving Technician vacancies at GBI Headquarters in Decatur, GA.

DUTIES AND RESPONSIBILITIES:

Under limited supervision, performs work of moderate difficulty in the receipt of forensic evidence and associated information. Receives evidence and enters data using the Laboratory Information Management System (LIMS). Maintains proper chain of custody of evidence. Performs customer service and/or clerical activities. Maintains case records.

MINIMUM QUALIFICATIONS:

Completion of a high school diploma or equivalent

PREFERRED QUALIFICATIONS: In addition to meeting the minimum qualifications listed above, preference will be given to applicants with one or more of the following:

- Relevant experience involving the receipt and handling of physical evidence in a law enforcement environment.
- Two (2) years of general office work experience, which included direct customer contact in-person or by telephone and data entry experience.
- Experience related to property/inventory control.

VACANCY OPEN TO: All QUALIFIED APPLICANTS

NOTES:

1. APPLICANTS WHO SUBMITTED APPLICATIONS IN RESPONSE TO THE PREVIOUS POSTING, (FORENSIC TECH/EVIDENCE RECEIVING TECHNICIAN), JOB VACANCY #14-004, ADVERTISED FROM 8/22/2013 – 9/5/2013, NEED NOT REAPPLY.
2. THIS JOB VACANCY ANNOUNCEMENT WILL BE USED TO FILL CURRENT VACANCIES AND MAY BE USED TO FILL FUTURE VACANCIES AS THEY OCCUR.
3. THE GEORGIA BUREAU OF INVESTIGATION RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT AT ANY TIME DURING THE ANNOUNCEMENT PERIOD ONCE A QUALIFIED APPLICANT POOL HAS BEEN IDENTIFIED.

TO APPLY: For consideration, applicants must submit two (2) State of Georgia Applications for Employment 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 (#14-004b), located at the top of this announcement, along with Job Title and Job Code must be listed on the 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.**
- 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