



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-015
Revised Re-Announcement**

POSTED: February 24, 2015

DEADLINE: March 10, 2015

JOB TITLE: Capital Asset/Inventory Coordinator (WL or AL)

JOB CODE: 31703 (WL) or 31704 (AL)

PAY GRADE 12 or 14

POSITION NUMBER: 000123057

LOCATION: Administrative/Staff Services
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$35,569/yr. - \$48,935.59/yr.

This position will be filled at the level commensurate with experience of the selected candidate.

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

31703 - WL

Bachelor's degree from an accredited college or university in business related area AND One year of experience in a material management (capital assets/inventory) and/or a purchasing environment or a combination of both.

OR

Four years of experience in material management (capital assets/inventory) and/or in a purchasing environment or a combination of both.

31704 - AL

Bachelor's degree from an accredited college or university in a business related area AND Two years of experience in a material management (capital assets/inventory) and/or a purchasing environment or a combination of both.

OR

Six years of experience in material management (capital assets/inventory) and/or in a purchasing environment or a combination of both.

OR

Two years of experience at the lower level or position equivalent

Notes: Professional experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions may substitute for the degree on a year to year basis. Related business degrees may include: Logistics, Supply Chain Management, Warehouse & Inventory Management, Operations Management, or Process Management

Preferred Qualifications:

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

- 4 or more years of experience/knowledge with the inventory control skills which includes maintaining, tracking, and the surplus of inventory
- 1 or more years of experience/knowledge with Asset management (PeopleSoft) or an Asset management/inventory tracking software
- 1 or more years of experience with the management of surplus property and/or supplies in a governmental sector
- 1 or more years of experience in general accounting and inventory & capital asset evaluation
- Possess a professional certification in a related area of logistics or supply chain management
- Proficient in Microsoft Office Suite

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

Applicants that have previously applied during the previous postings of 10/10/14 – 10/17/14 and 12/17/14 – 12/31/14 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