



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-007

POSTED: August 26, 2015

DEADLINE: September 2, 2015

JOB TITLE: Investigative Assistant

JOB CODE: 60144

PAYGRADE: 12

POSITION NUMBER: 00123112

LOCATION: West Metro Regional Drug Enforcement Office
Carrollton, Georgia

SALARY RANGES: \$26,672.41 – \$36,744.55 annually

DUTIES AND RESPONSIBILITIES:

Under general supervision in a **non-sworn position**, performs administrative and investigative support duties for the Georgia Bureau of Investigation's West Metro Regional Drug Enforcement Office (WMRDEO). Administrative duties include maintaining all administrative office files, serving as records management coordinator for the work unit, and generating various types of agent and activity reports. Investigative support duties include initiating inquiries on computerized criminal history information, generating GCIC/NCIC inquiries, and providing written intelligence data to Special Agents from these inquiries.

AGENCY SPECIFIC MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university.

OR

Three years of experience of related experience.

PREFERRED QUALIFICATIONS

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

- Working knowledge of generating GCIC/NCIC inquiries
- Experience in a criminal justice setting that included performing basic research and information gathering
- Experience in making inquiries into criminal history records

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 16-007, 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