



GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION #16-015

**POSTED:** October 26, 2015

**DEADLINE:** November 9, 2015

**JOB TITLE:** Medical Secretary  
**JOB CODE:** 60102  
**PAY GRADE:** 09  
**POSITION NUMBER(s):** 00153203  
**LOCATION:** Division of Forensic Science  
GBI Headquarters (HQ) Medical Examiner's Office  
Decatur, Georgia  
**ANNUAL SALARY:** \$25,000/yr.

**DUTIES AND RESPONSIBILITIES:**

Provides administrative, clerical, and secretarial functions in support of an individual(s) within the HQ Medical Examiner's Office. Duties include drafting basic correspondence, answering telephones, providing information to internal and external customers, scheduling appointments, etc.

**MINIMUM QUALIFICATIONS:**

Two years secretarial related experience in a general office setting or medical office

OR

Associate degree in a business related area of administration, medical science, or criminal justice from an accredited college/university

OR

Completion of program in a medical science field from an accredited program of study

OR

One year in a secretarial related position or its equivalent

**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 in a medical office environment
- Digital transcription and/or medical transcription experience
- Graduate of a medical transcription education program
- General knowledge of medical terminology

**VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

**TO APPLY:**

**APPLICANTS MUST SUBMIT:**

**(2) STATE OF GEORGIA APPLICATIONS AND (2) COPIES OF COLLEGE TRANSCRIPTS 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](#).
- ❖ 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**