



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #14-011
RE-ADVERTISED**

POSTED: October 24, 2013

DEADLINE DATE: November 7, 2013

JOB TITLE: TS: Office Admin Generalist (WL)
JOB CODE: 90606
PAY GRADE: 11
POSITION NUMBER: 00170543

LOCATION: Division of Forensic Sciences
Coastal Medical Examiner's Office
Savannah, Georgia

SALARY: \$24,322.01/yr. – \$33,482.99/yr.

DUTIES AND RESPONSIBILITIES: Under minimal supervision, provides support and office administration to the Coastal Medical Examiner's Office. Provides information and assistance to internal and external customers. Maintains the court calendar for the Medical Examiners, processes subpoenas (criminal and civil), and prepares courtroom documents. Prepares monthly bills/invoices and provides medical transcription for autopsy reports.

MINIMUM QUALIFICATIONS:

Bachelor's degree Or Three years of secretarial/administrative support experience

PREFERRED QUALIFICATIONS:

In addition to meeting the above minimum qualifications, preference will be given to applicants with work experience in 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

THIS POSITION IS BEING RE-ADVERTISED. APPLICANTS WHO SUBMITTED APPLICATIONS IN RESPONSE TO THE PREVIOUS POSTING, ADVERTISED FROM 10/4/2013 – 10/18/2013, ARE STILL BEING CONSIDERED AND NEED NOT REAPPLY.

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**

- The Job Vacancy Number (#14-011), located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- **Describe work history background experience in full.** Applications should be filled out carefully and completely. Make certain applications are signed and dated. **Incomplete applications, applications with insufficient information, or failure to submit the required documentation by the deadline can result in an applicant not being considered for the vacancy.**
- Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application. Indicate any other job-related information you want considered in evaluating your candidacy for this position on a separate sheet.
- **For announcements requesting copies of your transcripts:** Unofficial transcripts will be accepted with the submission of the application package. Most colleges and universities offer unofficial transcripts online – please check your school's website to obtain a copy. Please note that official transcripts will be required as part of the background investigation, prior to beginning employment.
- **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>.
- ***Consideration for employment is contingent upon the completion and satisfactory result of a GBI background investigation (including criminal, credit and driver's history checks), polygraph examination, fingerprinting and drug screening.***
- 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 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 DETERMINED.**
- Applications may be downloaded from the GBI website www.gbi.georgia.gov or may be obtained by contacting GBI Office of Human Resources at (404) 270-8335.

- **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

Georgia Bureau of Investigation Employment Disqualifiers (This list is not all inclusive)

Employment in law enforcement agencies involves public trust. Only those persons whose conduct, character and behavior which does not discredit either themselves or the Georgia Bureau of Investigation (GBI) will be employed. The GBI employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants. **While the GBI reviews much information and considers the circumstances in many areas regarding an applicant's background, the following standards are among those that will automatically disqualify applicants from consideration:**

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, polygraph or any other pre-employment document(s).
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process.
3. Poor management of personal finances. (Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc., will be investigated to determine a candidate's suitability for employment).
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan.
5. Failure to meet required educational or professional licensing or certification.
6. Any felony conviction.
7. Any outstanding criminal charge pending adjudication.
8. Sufficient misdemeanor convictions to establish a pattern of disregard for the law.
9. Admission to or discovery of an applicant's involvement in any crime of a serious or aggravated nature.
10. Any conviction or plea of *nolo contendere* within the past year for Driving Under the Influence of Drugs or Alcohol (DUI).
11. Any conviction or plea of *nolo contendere* for a serious traffic offense within the past two years including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide (misdemeanor), Failure to Stop, Render Aid, or Leave Information, and Racing.
12. Five or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations.
13. Ongoing criminal activity or history of criminal activity other than minor traffic offenses.
14. Completed first offender treatment for an offense that indicates a security risk to GBI facilities, records, and/or information.
15. Current illegal drug use.
16. Any pattern of marijuana use that suggests unrehabilitated substance abuse.
17. Any pattern of drug use, other than marijuana, that suggests unrehabilitated substance abuse.
18. Illegal sale, distribution or manufacturing (to include growing) of any drug.
19. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant.
20. Use or possession of marijuana during the last three years.
21. Use of an illegal drug or combination of illegal drugs, other than marijuana, during the past 10 years.