



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION # 14-056**

POSTED: June 17, 2014

DEADLINE: June 24, 2014

JOB TITLE: Investigative Assistant
(Office Administration Generalist (WL))
JOB CODE: 60144
PAY GRADE: 12
SALARY RANGE: \$26,672.14 - \$36,744.55 annually
POSITION NUMBER: 00123372
LOCATION: Georgia Information Sharing and Analysis Unit
2635 Century Parkway, NE, Suite 1030
Atlanta, GA 30345

Duties and Responsibilities:

Under general supervision in a non-sworn position, performs administrative duties as an office manager in support of criminal justice operations for the Georgia Bureau of Investigation's Georgia Information Sharing and Analysis Center (GISAC). Administrative duties include opening the office at 8:30am and closing at 5:00pm, maintaining administrative office files, serving as records management coordinator for the work unit, generating various types of agent and analysts activity reports, prepare invoices for approval/payment, maintain office supply inventory and place orders for office supplies, answer telephones, and other administrative duties as required.

Minimum Qualifications:

A bachelor's degree from an accredited college or university or three years of work related experience.

A clerical and typing test will be administered at the interview.

Preferred Qualification:

Experience in working in a criminal justice setting.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

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 (#14-033), 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 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.
- ❖ **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