

# GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-001

POSTED: July 25, 2014 DEADLINE DATE: July 29, 2014

JOB TITLE: TS: Office Administration Generalist (WL)

**JOB CODE:** 60144 **PAY GRADE**: 12

**SALARY RANGE:** \$26,672.14 - \$36,744.55 annually

**POSITION NUMBER:** 00123429 **LOCATION:** Region 5

Statesboro, Georgia

## **Duties and Responsibilities:**

Under general supervision in a <u>non-sworn position</u>, performs administrative and investigative support duties for the Georgia Bureau of Investigation's Region 5 office. 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.

### **Minimum Qualifications:**

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

#### **Preferred Qualification:**

Experience in a criminal justice setting that included performing basic research and information gathering, making inquiries into criminal history records, and generating GCIC/NCIC inquiries.

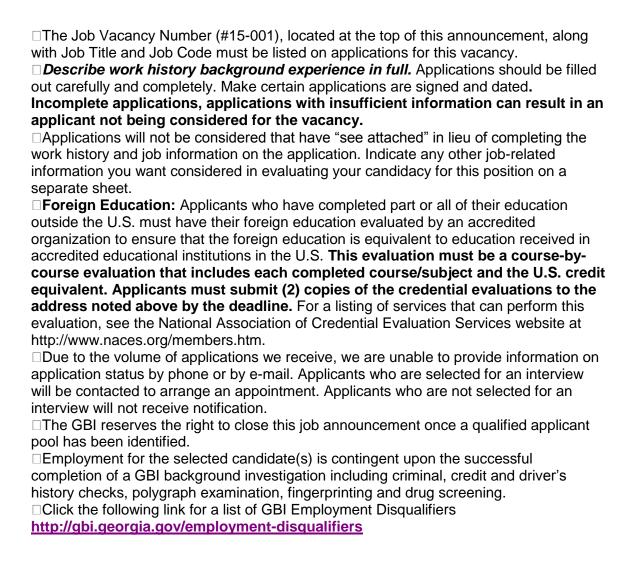
## **VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

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:

http://www.spa.ga.gov/jobApplicants/word/jobinfo/stateapp-emp.doc



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