



GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION #17-001

**RE-ANNOUNCEMENT**

**POSTED:** November 5, 2016

**DEADLINE:** November 14, 2016

**JOB TITLE:** Evidence Receiving Tech. 1  
**JOB CODE:** LST050  
**PAY GRADE:** G  
**POSITION NUMBER(s):** 00153192  
**LOCATION:** Division of Forensic Sciences (DOFS) /  
GBI Headquarters Lab  
Decatur, Georgia  
**ANNUAL SALARY:** \$24,772/yr.

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision, trains to provide assistance to scientific and medical staff with data entry and catalog descriptions of forensic analysis. May provide administrative support to the lab.

**MINIMUM QUALIFICATIONS:**

Completion of a high school diploma **OR** GED

**PREFERRED QUALIFICATIONS:**

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Relevant experience involving the receipt and handling of physical evidence in a law enforcement environment.
- Experience related to property/inventory control.
- Two (2) years of general office work experience, which included direct customer support and data entry experience
- Prior experience in a laboratory environment

**VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

**Applicants that applied during the previous posting 08/02/2016 to 08/16/2016 are still under consideration and do not need to re-apply.**

**TO APPLY:**

**APPLICANTS MUST SUBMIT:**

**(2) STATE OF GEORGIA APPLICATIONS AND (2) COPIES OF COLLEGE TRANSCRIPTS TO:**

**NOTE: Unofficial or official transcripts are acceptable for the application process.**

**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.
- ❖ Applicants must be U.S. citizens, or be authorized to remain in the United States for work purposed until the end of 2018 or later.
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.
- ❖ 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**