GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #18-020
EXTENDED DEADLINE

POSTED: August 30, 2017
DEADLINE: September 15, 2017

JOB TITLE: Clerical Services Worker
(Approx. 25 hours per week)

JOB CODE: T6002
PAYGRADE: TPW
POSITION NUMBER: 00123610
LOCATION: Regional Investigative Office (Region 10)
Georgia Bureau Investigation (GBI)
Conyers, Georgia 30013

SALARY RANGE: $12.82 per hour

This is a sensitive government position

************

Please review the GBI Employment Disqualifiers before applying for this position. 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.

************

DUTIES AND RESPONSIBILITIES:

Under general supervision, uses independent judgment and initiative to perform a variety of clerical, transcribing Agent's dictation, office management and advanced secretarial duties in support of management, staff and/or operations of the Investigative Division's Regional Investigative Office (Region 10).

MINIMUM QUALIFICATIONS:

One year of experience in secretarial, clerical and/or general office duties of moderate difficulty.

A clerical test may be administered at the interview.

Preference will be given to applicants that live in the local Conyers, Georgia area.
VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

  Georgia Bureau of Investigation  
  Attn: 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 18-020, 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.

- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.

- **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 budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.

*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