



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #18-066
REVISED & RE-ADVERTISED**

POSTED: April 12, 2018

DEADLINE: April 19, 2018

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

JOB CODE: T6001

PAYGRADE: TPW

POSITION NUMBER: 00123371

LOCATION: Investigative Staff Services (ISS)
Georgia Bureau Investigation (GBI) - Headquarters
3121 Panthersville Road, Decatur, Georgia 30034

SALARY RANGES: \$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 direct supervision, receives, stores and issues property and supplies. The incumbent will be responsible for maintaining, administering or coordinating property and inventory control for the Investigative Staff Services Unit. The Support Services Worker will be handling weapons and ammunition.

NOTE: This positions requires some travel. A valid Georgia driver's license is required.

MINIMUM QUALIFICATIONS:

High school diploma or GED and any combination of training and experience which enables the applicant to acquire the necessary knowledge, skills and abilities.

PHYSICAL REQUIREMENTS:

Must be able to perform heavy lifting and standing for long periods of time.

WORK ENVIRONMENT:

This job operates in a warehouse environment, however, it may also require the incumbent to work in an outside environment with varying temperatures.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

Applicants who have previously applied are still under consideration and need not to re-apply.

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 18-066, 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