



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #19-007

POSTED: July 25, 2018

DEADLINE: August 8, 2018

JOB TITLE: Systems Administrator 1

JOB CODE: ITP040

PAYGRADE: L

POSITION NUMBER: 00123822

LOCATION: Georgia Crime Information Center (GCIC)
Plans and Program Development
GBI Headquarters
Decatur, Georgia

SALARY: \$45,081.23-\$62,500/annually

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 supervision, installs, configures, and support a local area network, wide area network, internet system, computers, desktop and/or mobile devices. Performs necessary maintenance to support network availability.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field from an accredited college or university **OR** Associate's degree in a related field from an accredited college or university **AND** Two (2) years of related experience **OR** Four (4) years of related experience.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- Active Directory
- Data Backup and Recovery
- Windows Server Administration
- Network Troubleshooting
- Change / Incident Management

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 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