



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #16-050

POSTED: May 5, 2016

DEADLINE: May 12, 2016

JOB TITLE: Admin Assistant 1
JOB CODE: GST050
PAY GRADE: F
POSITION NUMBER: TBD
LOCATION: Administrative Division - Finance
GBI Headquarters (HQ)
Decatur, Georgia

ANNUAL SALARY: \$22,519.63 - \$32,170.90/yr.

DUTIES AND RESPONSIBILITIES:

Under direct supervision, this position will provide a wide range of office administrative duties, which may be complex in nature and may involve access to confidential information. This position will provide administrative support to the Fiscal Officer, Treasurer and all Finance related functions (Accounting, Budget, and Purchasing). May research, investigate, and/or resolve program data or issues as well draft documents, create reports or presentations.

MINIMUM QUALIFICATIONS:

Associate degree from an accredited college/university

OR

Two (2) years of related experience

PREFERRED QUALIFICATIONS:

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

- Associate degree and one year of experience in providing administrative/clerical/secretarial support for multiple levels of management or an office environment
- Two or more years of experience in providing administrative/clerical/secretarial support for multiple levels of management or an office environment
- Proficient in MS Office to include: Word, Access, Excel, PowerPoint

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT:

(2) STATE OF GEORGIA APPLICATIONS:

**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.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

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