



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #16-003

POSTED: July 24, 2015

DEADLINE: August 7, 2015

JOB TITLE: TS: Forensics Tech (EL) / Laboratory Technician/Evidence Receiving Tech.
JOB CODE: 90609
PAY GRADE: 11
POSITION NUMBER(s): 00153209 (Columbus) & 00202598 (Macon)
LOCATIONS: Division of Forensic Sciences (DOFS) / Lab Support
GBI Western Regional Lab (Columbus) & Central Regional Lab (Macon)
Columbus, Georgia & Dry Branch, Georgia
ANNUAL SALARY: \$24,772/yr.

DUTIES AND RESPONSIBILITIES:

Under limited supervision, performs work of moderate difficulty in the receipt of forensic evidence and associated information. Receives evidence and enters data using the Laboratory Information Management System (LIMS). May provide assistance to scientific staff in laboratory analysis or evidence controls, in forensic analysis. May provide administrative support to the lab. Maintains proper chain of custody of evidence. Performs customer service and/or clerical activities. Maintains case records. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

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.
- Successful completion of course work in the field of biology or chemistry from an accredited university
- 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

TO APPLY:

APPLICANTS MUST SUBMIT:

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

**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 and location preference (Columbus or Macon) **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