



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #18-042

POSTED: December 5, 2017

DEADLINE: December 19, 2017

JOB TITLE: Laboratory Technician 1
JOB CODE: LST040
PAY GRADE: LF
POSITION NUMBER: 153242
LOCATION: Division of Forensic Sciences (DOFS) / Lab Support
GBI Western Regional Lab
Columbus, Georgia
ANNUAL SALARY: \$24,772/yr.

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, trains to provide assistance to scientific and medical staff with data entry and catalog descriptions of forensic analysis. May provide administrative support to the lab.

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:

- Successful completion of course work in the field of natural science coursework 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

(Transcripts can be unofficial or official for the application submission)

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 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.**
- ❖ 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.
- ❖ 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](#).

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