



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #14-006a
Re-Advertised**

POSTED: December 13, 2013

DEADLINE: December 27, 2013

JOB TITLE: Support Services Worker (part-time)
SALARY: \$10.10 per hr.

JOB CODE T6001

POSITION NUMBERS: 00123092

LOCATION: GBI Headquarters
DDI/Computer Services
Decatur, GA

DUTIES AND RESPONSIBILITIES:

Under close to general supervision, provide assistance and support duties for the Georgia Bureau of Investigation (GBI) Computer Services Unit in the Investigative Division. Duties include assisting in installing, connecting, removing and destroying hard drives for computers (laptops and desktops), servers, printers and other equipment as necessary. The position will provide assistance with data entry for the Investigative Division computer inventory, enter work orders for computer and network activity through vendors, and any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Must be able to lift/pull/push up to 25 pounds on a regular basis.

**VACANCY OPEN TO ANYONE WHO MEETS THE MINIMUM QUALIFICATIONS
APPLICANTS THAT PREVIOUSLY APPLIED NEED NOT REAPPLY**

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.
- ❖ 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.