



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #17-018

POSTED: November 24, 2016

DEADLINE: December 8, 2016

JOB TITLE: Death Investigation Specialist (DIS) Supervisor

JOB CODE: LSP073

PAY GRADE: LM

POSITION NUMBERS: 00123613

LOCATION: Medical Examiner's Office
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$49,131.87/yr. - \$53,728.66/yr.

DUTIES AND RESPONSIBILITIES:

Supervises, guides, and/or instructs the work assignments of Death Investigation Specialists (levels 1 thru 3). Supervises morgue operations for an assigned work unit and/or regional office. This will include scheduling, completing employee performance reviews, ordering supplies and assisting with the performance of autopsies and case calls.

MINIMUM QUALIFICATIONS:

Completion of an Associate degree from an accredited college or university in mortuary science, health science, criminal justice, or a related field AND Six (6) years of experience as a practitioner in a morgue/mortuary, medical, or criminal justice setting or a related field, in which two (2) years must be in a team lead capacity.

OR

Two (2) years of experience required at the lower level Death Investigation Specialist 3 (LSP072) or position equivalent.

PREFERRED QUALIFICATIONS

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

- ABMDI certified
- Bachelor's degree in mortuary science, health science, or criminal justice
- Two plus years' of supervisory or team lead experience to include performing one or more of the following:
 - Performance reviews,
 - Employee scheduling,
 - Employee time monitoring,
 - Peer reviews
 - Training employees in the related area of experience
- Creating and maintaining reports

PHYSICAL REQUIREMENTS:

Must be able to perform heavy lifting (> 25 lbs) and standing for long periods of time (> 4hours).

CONDITION(S) OF EMPLOYMENT:

Selected candidate must be able to work a flexible schedule to meet the needs of the business and work any shift assigned, which may require working nights, weekends, and/or holidays. Selected candidate must also be available to receive and respond to telephone inquiries from home, while acting in an on-call status.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS 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.**
- ❖ 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.
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.
- ❖ 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