



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-029

POSTED: March 20, 2015

DEADLINE: April 3, 2015

JOB TITLE: Quality Assurance Specialist (EL)
JOB CODE: 80512
PAY GRADE: 11
POSITION NUMBERS: 00123804
LOCATION: Georgia Crime Information Center (GCIC)/
Applicant Services
GBI Headquarters – Decatur, Georgia
SALARY RANGE: \$24,322.01 – \$31,618.60/yr.

DUTIES AND RESPONSIBILITIES:

Review documents, claims, records, applications, or transactions relating to the access of criminal history information for the Applicant Services unit. Researches and investigates program data or issues, performs quality analysis and drafts related documentation, reports or presentations. The Applicant Services unit is responsible for all operations and functions associated with the non-criminal justice use of fingerprints and Criminal History Record Information (CHRI).

Note: The TS: Quality Assurance Spec (EL) is the entry/training level of the Quality Assurance job series. Incumbents at this level may require addition training or experience to gain full proficiency in some or all of the job responsibilities.

MINIMUM QUALIFICATIONS:

One year of experience related to the area of assignment.

OR

Completion of 90 quarter hours/45 semester hours from an accredited college or university.

PREFERRED QUALIFICATIONS:

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

- One year of customer service experience within a criminal justice environment
- Associates or Bachelor's Degree in a related area (i.e.; Criminal Justice, Business, etc...)

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.
- ❖ 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