



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #13-037**

POSTED: May 23, 2013

DEADLINE DATE: June 14, 2013

JOB CODE/TITLE 17495/System Administrator (WL)
OLD JOB TITLE Forensic Computer Specialist
2 vacancies

POSITION NUMBERS 00190836
00123925

LOCATION Georgia Bureau of Investigation
Child Exploitation and Computer Crimes Unit
Decatur, Georgia

SALARY \$39,038.32

Minimum Qualifications:

Bachelor's degree in a related field and one year of related experience OR Associate degree in a related field and three years of related experience OR Five years of related experience OR one year at the lower level or position equivalent to a System Administrator (EL).

Preferred Qualifications:

Four year degree in computer science or related field and experience in examining computer evidence in a forensic/law enforcement environment. Experience with web development and maintenance.

Duties and Responsibilities:

Under close/general supervision, performs forensic examinations of computer operating systems. Assists in investigating criminal activity by retrieving stored data from computers utilized in criminal activities. Provides technical assistance and training to other state and local agencies on computer forensic issues. Testifies in court. Coordinates the Internet Safety program through training development and scheduling presentations.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- ❖ **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**
Georgia Bureau of Investigation
Attn: Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

- ❖ The Job Vacancy Number, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ *Describe work history background experience in full.* Applications should be filled out carefully and completely. Make certain applications are signed and dated. Incomplete applications or applications with insufficient information can result in an applicant not being considered for the vacancy.
- ❖ Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application. Indicate any other job-related information you want considered in evaluating your candidacy for this position on a separate sheet.
- ❖ ***Consideration for employment is contingent upon the completion and satisfactory result of a GBI background investigation (including criminal, credit and driver’s history checks), polygraph examination, fingerprinting and drug screening.***
- ❖ 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.

Applications may be obtained by contacting GBI Human Resources at (404) 270-8335 or by going to the following website: <http://www.spa.ga.gov/pdfs/stateapp010610.pdf>

ALL APPLICATIONS MUST BE RECEIVED IN THE GBI PERSONNEL OFFICE BY CLOSE OF BUSINESS ON THE DEADLINE DATE POSTED ON THIS JOB VACANCY ANNOUNCEMENT.

Employment Disqualifiers

Georgia Bureau of Investigation Employment Disqualifiers (This list is not all inclusive)

Employment in law enforcement agencies involves public trust. Only those persons whose conduct, character and behavior which does not discredit either themselves or the Georgia Bureau of Investigation (GBI) will be employed. The GBI employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants. **While the GBI reviews much information and considers the circumstances in many areas regarding an applicant’s background, the following standards are among those that will automatically disqualify applicants from consideration:**

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, polygraph or any other pre-employment document(s).
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process.
3. Poor management of personal finances. (Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc, will be investigated to determine a candidate’s suitability for employment).
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan.

5. Failure to meet required educational or professional licensing or certification.
6. Any felony conviction.
7. Any outstanding criminal charge pending adjudication.
8. Sufficient misdemeanor convictions to establish a pattern of disregard for the law.
9. Admission to or discovery of an applicant's involvement in any crime of a serious or aggravated nature.
10. Any conviction or plea of *nolo contendere* within the past year for Driving Under the Influence of Drugs or Alcohol (DUI).
11. Any conviction or plea of *nolo contendere* for a serious traffic offense within the past two years including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide (misdemeanor), Failure to Stop, Render Aid, or Leave Information, and Racing.
12. Five or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations.
13. Ongoing criminal activity or history of criminal activity other than minor traffic offenses.
14. Completed first offender treatment for an offense that indicates a security risk to GBI facilities, records, and/or information.
15. Current illegal drug use.
16. Any pattern of marijuana use that suggests unrehabilitated substance abuse.
17. Any pattern of drug use, other than marijuana, that suggests unrehabilitated substance abuse.
18. Illegal sale, distribution or manufacturing (to include growing) of any drug.
19. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant.
20. Use or possession of marijuana during the last three years.
21. Use of an illegal drug or combination of illegal drugs, other than marijuana, during the past 10 years.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER