



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 16-022

POSTED: December 2, 2015

DEADLINE: December 16, 2015

JOB TITLE: Criminal Justice Training Specialist (EL)

JOB CODE: 17612

PAYGRADE: 13

POSITION NUMBER: 00123809

LOCATION: Georgia Crime Information Center (GCIC)
Plans and Program Development/Customer Support Unit
Southwest Region

SALARY: \$29,974/yr.

DUTIES AND RESPONSIBILITIES

The Georgia Crime Information Center (GCIC) delivers training and support for criminal and non-criminal justice agencies in the use of GCIC programs and both state and federal rules and regulations governing criminal justice information. The Training Specialist will conduct agency visits, instruct within a classroom environment and provide customer/agency support within the Southwest Region. In addition, travel to other areas within the State of Georgia may be involved.

MINIMUM QUALIFICATIONS

Completion of 90 quarter hours/60 semester hours towards a degree **AND** one year of working knowledge in one or more of the following areas:

- Criminal Justice Information System (CJIS) Network
- Current certification as a GCIC Terminal Operator
- Current certification as a Terminal Agency Coordinator (TAC)
- GBI/GCIC applications and programs
- Training or delivering academic instructions in an adult classroom environment

Note: Work experience in the aforementioned areas may substitute for education on a year-to-year basis.

For consideration, **certifications** and **expiration dates** **MUST** be listed on the application and the applicant **MUST** currently reside in the **Southwest Region** territory or **no more than one county away**. The **county of residence** **MUST** be specified on the application.

Counties in the Southwest Region: Baker, Calhoun, Chattahoochee, Clay, Colquitt, Decatur, Dougherty, Early, Grady, Harris, Lee, Macon, Marion, Miller, Mitchell, Muscogee, Quitman, Randolph, Schley, Seminole, Steward, Sumter, Talbot, Taylor, Terrell, Thomas, Webster and Worth.

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](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

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