



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-022

POSTED: December 5, 2014

DEADLINE: December 19, 2014

JOB TITLE: Criminal Justice Compliance Specialist (WL or AL)

JOB CODE: 40412 or 40419

PAY GRADE: 13 or 15

POSITION NUMBER(s): 4 position numbers to be determined
(These are grant funded positions)

The positions will be filled at the level commensurate with the experience of the selected candidate.

LOCATION: Georgia Crime Information Center (GCIC) / Compliance & Customer Support (CCS)
GBI Headquarters – 4 positions
Decatur, Georgia

ANNUAL SALARY: \$29,974/yr. - \$35,569.36

The Compliance and Customer Support (CCS) unit is responsible for the preparation and completion of audit reports which contain findings, evaluations, and recommendations for necessary corrective actions. The CCS unit with the Georgia Bureau of Investigation (GBI) is seeking qualified applicants to fill four (4) grant-funded Criminal Justice Compliance Specialist (WL or AL) vacancies at the GBI Headquarters. **These positions will be supported by the National Crime History Improvement Program (NCHIP) Grant. The anticipated start date for these positions is March 16, 2015.** The positions will be eliminated when grant funding has been expended, if state funding is not available. There are two (2) levels in which these positions can be filled: Criminal Justice Compliance Specialist (WL) or Criminal Justice Compliance Specialist (AL). The level will be commensurate with the experience of the selected candidates.

Note: This position involves extensive travel throughout the State of Georgia.

DUTIES AND RESPONSIBILITIES:

PS: Criminal Justice Compliance Specialist (WL) – 40412 – pay grade 13

Conducts performance audits of municipal, county, state, federal public safety agencies and authorities as required by law and regulations. Develops and presents training interventions to assist with compliance.

PS: Criminal Justice Compliance Specialist (AL) – 40419 – pay grade 15

Conducts performance audits of municipal, county, state, federal public safety agencies and authorities as required by law and regulations. Develops and presents training interventions to assist with compliance. Acts as lead worker.

MINIMUM QUALIFICATIONS

PS: Criminal Justice Compliance Specialist (WL) – 40412 – pay grade 13

Completion of a bachelors' degree from an accredited college or university

Note: Work experience in related area of assignment may substitute for education if evaluated as equivalent

PS: Criminal Justice Compliance Specialist (AL) – 40419 – pay grade 15

Completion of a bachelors' degree from an accredited college or university **AND** Twelve months of experience at the lower level (RCP101)

OR

Four years of experience at a level equivalent to a compliance auditor

Preferred Qualifications:

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

- Degree in a related area such as Criminal Justice, Criminology,
- One or more years of experience working in a criminal justice environment
- Working knowledge of the Computerized Criminal History (CCH) Program
- Awareness/Understanding of the arrest and disposition documentation processes

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

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.***
- ❖ 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