



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION 13-SA

POSTED: December 18, 2012

DEADLINE DATE: January 11, 2013

JOB TITLE	Special Agent
PAYGRADE	15
JOB CODE	17456
POSITION NUMBER(S)	TO BE ANNOUNCED
COUNTY OF VACANCY:	STATEWIDE
SALARY RANGE:	\$35,569.36 - \$48,935.59
Screening Type:	SCORED EVALUATION

Minimum Requirements: Completion of an undergraduate degree from an accredited four year college or university. Necessary legal requirement: incumbents in this job are by law considered to be peace officers. Therefore, applicants must meet the standards prescribed by the Georgia Peace Officer Standards and Training Council (P.O.S.T.).

Preferred Qualifications: Completion of an undergraduate degree at a four year college or university with a major in Criminal Justice, Criminology, Accounting, Business, Finance, Computer Science, Psychology or a foreign language; or completion of an undergraduate degree at a four year college or university and two years of experience as a uniformed police officer and/or criminal investigator.

Applicants currently Georgia P.O.S.T. certified in Basic Law Enforcement and in good standing with P.O.S.T. may be given preference. Applicants should bring proof of their P.O.S.T. certification to the testing center.

Applicants currently P.O.ST certified are responsible for ensuring they have their 20 hours of annual training, to include firearms requalification and use of deadly force. Please take time to check your training record.

DUTIES AND RESPONSIBILITIES: Trains to conduct criminal investigations of all types, to assist local law enforcement in criminal investigations; conducts criminal investigations as part of on-the-job training, including interviewing victims, suspects, and witnesses, gathering pertinent information, and conducting arrests, searches, and seizures; testifies in court; prepares case reports of criminal investigations; and performs other duties in compliance with established GBI and work unit policies.

Required Availability -- Applicants for Special Agent must be willing to accept a job assignment anywhere in the state.

MEDICAL STANDARDS

Vision Requirements:

- Distant vision – minimum vision of 20/20 in one eye and 20/40 in the other eye, corrected (with glasses or contact lenses), and minimum of 20/200 in each eye, uncorrected (without glasses or contacts).
- Near vision – minimum of 20/40, corrected or uncorrected in each eye. Adequate depth perception and the ability to distinguish colors.
- Peripheral vision – at least 70 degrees in each eye.

Additional medical standards must be met prior to employment.

HOW TO APPLY: Applicants must apply on-line at <http://gciweb.gbi.state.ga.us/hr/prescreen.asp?jobcode=17456&jobtitle=Special%20Agent%201>

Applicants meeting the minimum qualifications for the position will be sent an email containing a link to schedule a time to take a multiple-choice test. Due to limited seating, **walk-ins will not be allowed.**

This job announcement is subject to close at any time once a satisfactory applicant pool has been identified.

ALL APPLICANTS WHO MEET MINIMUM QUALIFICATIONS AND WISH TO BE CONSIDERED FOR THE SPECIAL AGENT POSITION **MUST TAKE THE TEST ON JANUARY 25, 26 or 28, 2013.**

The test will be given at the following locations:

Georgia Public Safety Training Center

1000 Indian Springs Drive,
Forsyth, GA (Monroe County)

Georgia Perimeter College (Saturday only)

Clarkston Campus
555 N. Indian Creek Drive
Clarkston, Georgia 30021-2396

Before hiring, applicants must have obtained a bachelor's degree, and must be at least 21 years of age and a citizen of the U.S.

Applicants who do not have a Bachelor's degree may take the exam if they are graduating with a bachelor's degree by May 31, 2013.

The effective date of hire will be determined based on the availability of funds.

Exam Information:

All applicants who wish to be considered for the Special Agent position must take a written test on one of the following days: Friday, January 25, 2013 at 9:00 a.m., Saturday, January 26, 2013 at 9:00 a.m. or Monday, January 28, 2013 at 1:00 p.m.

Applicants must bring some form of current valid picture ID.

Applicants must submit a copy of their DD214 if applicable.

The exam subject areas are:

- A. Observation/memory (video based)
 - B. Reading Comprehension
 - C. Reasoning/problem-solving/decision-making
 - D. Written Communication
- Total: 70 questions

Directions to the Georgia Public Safety Training Center:

Southbound on I-75: Use Exit 188. Turn right on the access road. Turn left over the railroad tracks on to Indian Springs. Bear right to the Center. Use the parking area to the right of the main building.

Northbound on I-75: Use Exit 188. Turn right and go under the bridge. Turn right onto the access road. Turn left over the railroad tracks onto Indian Springs. Bear right to the Center. Use the parking area to the right of the main building.

The Georgia Public Safety Training Center does not have waiting rooms for guests, so please do not bring anyone with you who will need to stay at the Center during your test.

Directions to the Georgia Perimeter College:

Clarkston Campus is located in central DeKalb County.

I-285 to Exit 41 (Memorial Drive): Exit east on Memorial Drive. Turn left at the second light onto North Indian Creek Drive. Continue approximately one-half mile. Clarkston Campus is on the right.

Consideration for employment is contingent upon the completion and satisfactory results of a GBI background investigation (including criminal, credit and driver's history checks), polygraph examination, fingerprinting and drug screening.

If you have questions regarding the Special Agent exam process, contact the GBI Human Resources Office at 404-270-8335.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER