



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-002

POSTED: July 28, 2014

DEADLINE: August 06, 2014

JOB TITLE: Fingerprint Disposition Compliance Specialist/PS: Criminal Justice Compliance Specialist (WL)

JOB CODE: 40412

PAYGRADE: 13

POSITION NUMBER: 00203455

LOCATION: Georgia Crime Information Center (GCIC)/
Compliance and Customer Support
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$29,974 – \$35,569 annually

DUTIES AND RESPONSIBILITIES:

Conducts performance audits of municipal, county, state, and federal criminal justice agencies and authorities as required by law and regulations. Present training interventions to assist with compliance. The Compliance and Customer Support unit is responsible for the preparation and completion of audit reports which contain findings, evaluations, and recommendations for necessary corrective actions; and requires knowledge of state and federal laws, rules and regulations governing criminal justice information.

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

MINIMUM QUALIFICATIONS

Completion of a Bachelor's degree in Criminal Justice or a closely related field from an accredited college or university.

Note: Work experience in a Criminal Justice setting may substitute for education if evaluated as equivalent

PREFERRED QUALIFICATIONS

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

- Criminal Justice Information System (CJIS) network

- Terminal Agency Coordinator (TAC)
- The Computerized Criminal History (CCH) Program
- Awareness/Understanding of the fingerprinting and /or disposition processes
- Possess the ability to work independently in a responsible and professional manner utilizing good judgment and initiative.

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

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number, 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. All qualified applicants will be considered, but may not necessarily receive an interview. 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