



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #13-024
Re-Advertised**

POSTED: May 9, 2013

DEADLINE: May 17, 2013

JOB TITLE: Quality Assurance Spec (AL)
JOB CODE: 81004
PAYGRADE: 14

POSITION NUMBER: 00123804

LOCATION: Georgia Crime Information Center/
CCH/Identification Services
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$32,418.30 - \$44,571.27 year

Note: This position is being re-advertised. Applicants who submitted applications in response to the previous posting from 04/08/2013 – 04/15/2013 are still being considered and need not reapply.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, public administration or a discipline related to the area of assignment AND two years of related experience in the Fingerprint Identification

OR

Two years of experience at the Quality Assurance Spec (WL) or position equivalent

OR

Five years of related experience in the Fingerprint Identification

PREFERRED QUALIFICATIONS

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

- Creating and maintaining criminal history records
- Experience using an Automated Fingerprint Identification System

DUTIES AND RESPONSIBILITIES:

Perform specialized technical support to include verification of criminal and applicant fingerprints. Research and complete daily and bi-annual FBI Interstate Identification Index (III) synchronization reports; review and delete fingerprints from AFIS. Process special requests and provide certified copies of fingerprints; and, review and approve record inspections/challenges. Provide technical assistance and problem resolution to agencies submitting criminal and non-criminal justice fingerprints. Perform quality control measures to ensure criminal history data is accurate and meets program compliance standards. Research and (a) generate reports for management, (b) make recommendations for system or procedural changes, and/or (c) conduct quality assurance. Perform specialized technical support in conjunction with AFIS vendor, FBI, live scan vendors and/or local agencies. Prepare internal operational procedures and/or notices to user; and serve as job expert or organizational resource in assigned area for all fingerprint users.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resource
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.
- **THE GEORGIA BUREAU OF INVESTIGATION RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT AT ANY TIME DURING THE ANNOUNCEMENT PERIOD ONCE A QUALIFIED APPLICANT POOL HAS BEEN DETERMINED.**

Applications may be obtained by contacting GBI Office of Human Resources at (404) 270-8335 or by going to: www.gbi.georgia.gov → Employment Opportunities → Employment Application (Word Document)

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

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, 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 (within the past five years). 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. Any felony conviction
6. Any outstanding criminal charge pending adjudication
7. Sufficient misdemeanor convictions to establish a pattern of disregard for the law
8. Discovery of an applicant's involvement in any crime of a serious or aggravated nature
9. Any conviction or plea of *nolo contendere* within the past year for Driving Under the Influence of Drugs or Alcohol (DUI) or for any serious traffic offense within the past two years including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information, and Racing.
10. Five or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations
11. On-going criminal activity or history of criminal activity other than minor traffic offenses
12. Completed first offender treatment for an offense that indicates a security risk to GBI facilities, records, and/or information.
13. Current illegal drug use

14. Illegal sale, distribution or manufacturing (to include growing) of any drug
15. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant
16. Use or possession of marijuana during the last three years
17. Use of an illegal drug or combination of illegal drugs, other than marijuana, (including illegal anabolic steroid use after February 27, 1991) during the past 10 years
18. Use of an illegal drug or combination of illegal drugs, other than marijuana, more than five times
19. Use or possession of any Schedule I Drugs (including heroin, LSD, PCP, most hallucinogens) will permanently disqualify persons from employment as agents.