



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-017

POSTED: November 6, 2015

DEADLINE: December 6, 2015

JOB TITLE: Special Agent I

JOB CODE: 17456

PAY GRADE: 15

SALARY: \$36,268.00 annually

POSITION NUMBER: Various

LOCATION: Statewide

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.

MINIMUM QUALIFICATIONS:

Completion of an undergraduate degree from an accredited four year college or university, a passing score on the Special Agent Test, at least 21 years of age and a citizen of the United States.

Notes: Applicants who do not have a Bachelor's degree may take the exam if they are graduating with a Bachelor's degree by June 1, 2016. See below for test dates, times and locations.

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 from an accredited 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 from an accredited four year college or university and two years of experience as a uniformed police officer and/or criminal investigator. Applicants who are

currently Georgia P.O.S.T. certified in Basic Law Enforcement and in good standing with P.O.S.T. may be given preference.

Notes: Applicants should bring proof of their P.O.S.T. certification to the testing center.

Applicants currently P.O.S.T. 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.

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.

APPLICATION INSTRUCTIONS:

Applicants must apply on-line at <https://hrweb.gbi.state.ga.us/>

ADDITIONAL INFORMATION:

Applicants meeting the minimum qualifications for the position must click on the following link <https://gbi.acuityscheduling.com> to schedule a date to take the Special Agent test. Due to limited seating, walk-ins will not be allowed.

ALL APPLICANTS WHO MEET MINIMUM QUALIFICATIONS AND WISH TO BE CONSIDERED FOR THE SPECIAL AGENT POSITION MUST TAKE THE TEST ON January 7th or 9th, 2016.

PRIOR TEST SCORES ARE EXPIRED.

The test will be given at the following locations:

Saturday, January 9, 2016 at 9:00 a.m.
Georgia Public Safety Training Center
1000 Indian Springs Drive, Forsyth, GA (Monroe County)

Thursday, January 7, 2016 at 9:00 a.m.
Atlanta Technical College
1560 Metropolitan Parkway Southwest,

Atlanta, GA 30310

Applicants must bring some form of current valid picture ID.
Applicants must submit a copy of their DD214 if applicable.

EXAMINATION INFORMATION:

This job announcement is subject to close at any time once a satisfactory applicant pool has been identified. The effective date of hire will be determined based on the availability of funds.

EXAMINATION SUBJECTS:

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

FOOTER:

Directions to the Georgia Public Safety Training Center:

I-75 Southbound: 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.

I-75 Northbound: 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 Testing Centers do 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.

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 test process, contact the GBI Human Resources Office at 404-270-8335.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER