



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 16-037C

Revised Re-Announcement

POSTED: July 08, 2016

DEADLINE: July 15, 2016

JOB TITLE: Criminal Justice Training Specialist 1

JOB CODE: PSP140

PAYGRADE: LI

POSITION NUMBERS: 00123809 & 00123869

LOCATION: Georgia Crime Information Center (GCIC)
Plans and Program Development/Customer Support Unit
Southwest & Central East Regions

SALARY: \$32,658.91/yr.

DUTIES AND RESPONSIBILITIES

The Georgia Crime Information Center (GCIC) delivers training and support for criminal and non-criminal justice agencies in the use of GCIC programs and both state and federal rules and regulations governing criminal justice information. GCIC has a specialized map with counties divided into regional territories (different from the State of Georgia job application map). The Training Specialist will conduct agency visits, instruct within a classroom environment and provide customer/agency support within the assigned GCIC territory. In addition, travel to other areas within the State of Georgia may be involved.

MINIMUM QUALIFICATIONS

Completion of 90 quarter hours/60 semester hours from an accredited college/university

AND

Two years of current classroom teaching/training experience in a classroom setting.

OR

Two years of experience in a law enforcement agency.

Note: Current work experience in training may substitute for education if evaluated as equivalent.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants that possess one or more of the following:

- Criminal Justice Information System (CJIS) Network
- Current certification as a GCIC Terminal Operator

- Current certification as a Terminal Agency Coordinator (TAC)
- GBI/GCIC applications and programs
- Training or delivering academic instructions in a general teacher/trainer classroom environment
- Experience working in a Criminal Justice or Public Safety Environment
- Reside in the county of an adjoining vacant region position based on the GCIC map

For consideration, **certifications** and **expiration dates** **MUST** be listed on the application. The **county of residence** **MUST** be specified on the application.

Counties in the Southwest & Central East Regions are: Baldwin, Banks, Barrow, Bibb, Bleckley, Clarke, Clay, Crisp, Chattahoochee, Columbia, Crawford, Dodge, Dooly, Elbert, Franklin, Greene, Hancock, Harris, Hart, Houston, Jackson, Jasper, Jones, Lee, Lincoln, Macon, Madison, Marion, McDuffie, Morgan, Monroe, Muscogee, Newton, Oconee, Oglethorpe, Peach, Pulaski, Putnam, Quitman, Randolph, Richmond, Schley, Stephens, Stewart, Sumter, Talbot, Taliaferro, Taylor, Terrell, Twiggs, Upson, Walton, Warren, Webster, Wilcox, Wilkes.

NOTE: Counties included in the GCIC Territory map are subject to change based on the organization need. The agency reserves the right to determine if the county is in an acceptable range.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

There has been some changes in the parameters of the job announcement. Applicants that applied during the previous postings #16-021 & 16-022, 12/02/2015 through 12/16/2015, and #16-037, 2/22/16 through 3/7/16 are still under consideration and do not need to re-apply.

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS AND (2) COPIES OF COLLEGE TRANSCRIPTS

**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. The county of residence **MUST** be specified on the application.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered if the work history and job information on the application are not filled in or that have "see attached" in lieu of completing the aforementioned sections on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.

- ❖ 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](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

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