



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-038**

This is a Re-announcement

POSTED: December 2, 2015

DEADLINE: December 8, 2015

JOB TITLE: Criminal Justice Information System Specialist

JOB CODE: 80350

PAYGRADE: 13

POSITION NUMBER: 00203360

LOCATION: Georgia Crime Information Center (GCIC)/
NCIC Services/ICDC/Connectivity
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$29,974 annually

DUTIES AND RESPONSIBILITIES:

Performs processing, transactions or other administrative duties in support of the Criminal Justice Information System (CJIS) Network. Researches and resolves related issue, and provides documentation, reporting, and customer and administrative support. Process, review, and setup Originating Agency Identifier (ORI) and VPN requests for requesting agencies.

AGENCY SPECIFIC MINIMUM QUALIFICATIONS:

Associates degree in business administration, criminal justice, computer information systems, or computer science and one year of GCIC/NCIC system experience.

OR

Two years of experience using GCIC/NCIC system.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants who in addition to the minimum qualifications also possess in one or more of the following:

- Possess a Bachelor's degree in business administration criminal justice, computer information systems, or computer science.
- Working knowledge of GCIC procedures for User ID and Originating Agency Identifier (ORI) Structure.
- Three or more years of experience in area of assignment.
- Experience in data entry utilizing information systems software or other databases.
- Ability to manage multiple projects, time management, decision making, organization, relationship building and interpersonal skills.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

Previous applicants are still under consideration and DO NOT need to re-apply.

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 15-038, 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.**
- **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. 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