



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #17-048

POSTED: May 05, 2017

DEADLINE: May 12, 2017

JOB TITLE: Criminal Intelligence Analyst 1

JOB CODE: PSP130

PAYGRADE: LI

POSITION NUMBER: 00123893

LOCATION: Georgia Information Sharing Analysis Center (GISAC)/
2635 Century Parkway, Suite 1030 – Atlanta, Georgia 30345

SALARY RANGES: \$32,658.91 annually

DUTIES AND RESPONSIBILITIES:

Under general supervision, analyzes evidence, crime reports, and databases for the Georgia Information Sharing & Analysis Center/Intelligence Unit. Assists advanced level analysts in preparing data for reports and/or presentations. Maintains communication with various law enforcement agencies, regulatory agencies, and private industry. Compiles documents including criminal history information, court documents, law enforcement reports, investigative reports, and other necessary paperwork used to properly evaluate the risk level of registered sexual offenders in Georgia. Analyze the criminal history information for specific offenders to show an overall narrative of the history of offenses committed by each offender. Organizing the relevant information into packets of documents to be disseminate to the agency responsible for evaluating and assessing these cases to determine risk level. This is the entry/training level of the Intelligence Analysis job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

MINIMUM QUALIFICATIONS:

Completion of a Bachelor's degree from an accredited college or university.

PREFERRED QUALIFICATIONS:

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

- Experience in checking criminal history records (GCIC/NCIC).
- Experience in reading and understanding the details of the sexual offenses committed by each offender.
- Experience in communicating with courts, prosecutors, and law enforcement personnel to obtain information.

- Knowledge in sorting and filtering computerized lists of offenders, and reorganizing those lists to request documents in bulk from the proper agencies.

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 17-048, 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