



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #18-044

POSTED: December 8, 2017 **DEADLINE:** December 15, 2017

JOB TITLE: Watch Desk Analyst

JOB CODE: PSP130

PAYGRADE: LI

POSITION NUMBER: TBD

LOCATION: Georgia Information Sharing and Analysis Center (GISAC)
3000 Flowers Rd South
Atlanta GA 30341

Please see the note below regarding the location of this position.

SALARY RANGES: \$32,970.99 - Annually

This is a grant-funded position.

This is a sensitive government position

Please review the [GBI Employment Disqualifiers](#) before applying for this position. 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. **In addition, the selected candidate will also be required to obtain and maintain a security clearance.**

DUTIES AND RESPONSIBILITIES:

Under general supervision, receive and evaluate reported suspicious activity information from public safety and citizens in support of the State of Georgia's "See Something Send Something" program. Conduct inquiries through database checks and analysis to assist local, state, and federal law enforcement agencies with requests for information related to criminal investigations and suspicious activity reporting from a variety of submissions to include telephone, email, and all other means of correspondence. Additionally, analyze evidence, crime reports, and databases to generate reports in support of the investigation and successful prosecution of crime. The work is performed under the supervision of an administrative or sworn (LE Certified) supervisor.

NOTE: This position is a part of the GISAC unit and is a 24/7 operation under the "See Something Send Something" program. The position will initially be located at the GBI Headquarters in Decatur, GA and then transition, upon successful completion of the security clearance, to the GISAC location in Atlanta, Georgia.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university.

PREFERRED QUALIFICATIONS:

In addition, to the minimum qualifications preference will be given to applicants with experience working:

- In Public Safety
- In 24/7 (shift work) environment
- Performing research

In addition, applicants will have to demonstrate good written and oral communications skills.

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 18-044, 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.**
- 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.
- **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 budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.

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