



**GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION #14-052**

**POSTED:** May 29, 2014

**DEADLINE DATE:** June 12, 2014

**JOB TITLE:** Criminal Intelligence Clerk  
**# of Vacancies:** 3  
**JOB CODE:** 60108  
**PAY GRADE:** 09  
**SALARY:** \$27,500.00 annually  
**POSITION NUMBERS:** 00123278, 00170591, 00163634  
**LOCATION:** Georgia Information Sharing and Analysis Center  
Atlanta, Georgia 30345

**Duties and Responsibilities:**

Under general supervision, performs basic criminal intelligence research and administrative duties as part of the GBI Intelligence Unit/Georgia Information Sharing and Analysis Center (GISAC) in support of local, state and federal law enforcement. Assists criminal intelligence analysts and law enforcement officers in identifying criminals, criminal activity, crime trends and criminal organizations as part of criminal investigations. Researches information on individuals and or organizations utilizing state databases, public records and open sources. Compiles information into a meaningful format and provides results to requesting agents or agencies. Communicates with federal, state and local law enforcement to request information and coordinate multi-agency information sharing. Assists criminal intelligence analysts with major case support, command post operations; research projects and supports office operations through answering phones, data entry, and other general clerical work as assigned.

**Minimum Qualifications:**

High school diploma or GED and one year of related experience OR one year of vocational/technical school or college education OR one year at the lower level or at an equivalent position.

**VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

TO APPLY:

**APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS 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 (#14-052), located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ **Describe work history background experience in full.** Applications should be filled out carefully and completely. Make certain applications are signed and dated. **Incomplete applications, applications with insufficient information can result in an applicant not being considered for the vacancy.**
- ❖ Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application. Indicate any other job-related information you want considered in evaluating your candidacy for this position on a separate sheet.
- ❖ **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](#).

***ALL APPLICATIONS MUST BE RECEIVED IN THE GBI PERSONNEL OFFICE BY CLOSE OF BUSINESS ON THE DEADLINE DATE POSTED ON THIS JOB VACANCY ANNOUNCEMENT.***

***THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER***