



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-037

Revised Re-announcement

POSTED: December 7, 2015

DEADLINE: December 21, 2015

JOB TITLE: Criminal Justice Compliance Specialist
JOB CODE: 40412
PAY GRADE: 13
POSITION NUMBER: 00202145
LOCATION: Georgia Crime Information Center (GCIC) /
NCIC Services/Compliance
GBI Headquarters – Decatur, Georgia
ANNUAL SALARY: \$29,974/yr.

DUTIES AND RESPONSIBILITIES:

The Georgia Crime Information Center (GCIC) is responsible for the preparation and completion of audit reports which contain findings, evaluations and recommendations for necessary corrective action in accordance with the Rules of the GCIC Council, other relevant Georgia code sections and pertinent federal statutes and regulations. The position requires knowledge of state and federal laws, as well as rules and regulations governing criminal justice information.

Criminal Justice Compliance Specialists conduct triennial onsite and electronic audits of criminal justice agencies that access state and federal criminal justice information for criminal and non-criminal justice purposes. Duties also include developing and presenting training to assist with compliance. This position involves extensive travel throughout the State of Georgia but specifically in the Central East Region.

Previous applicants are NOT still under consideration and must re-apply.

MINIMUM QUALIFICATIONS

Completion of a bachelors' degree from an accredited college or university **AND** 2 years of working knowledge in one or more of the following areas:

- Laws, policies and regulations related to the Criminal Justice Information System (CJIS)
- GBI/GCIC applications and programs
- Experience as a CJIS Terminal Operator
- Experience as a Terminal Agency Coordinator (TAC)
- Experience working in a Criminal Justice or Public Safety Environment

Note: Work experience in the aforementioned areas may substitute for education on a year-to-year basis.

For consideration the applicant **MUST** currently reside in the **Central East Region** territory or **no more than one county away**. The **county of residence MUST** be specified on the application.

Counties in the Central East Region: Baldwin, Burke, Clarke, Columbia, Elbert, Glascock, Greene, Hancock, Jasper, Jefferson, Johnson, Jones, Laurens, Lincoln, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Richmond, Taliaferro, Treutlen, Warren, Washington, Wilkerson and Wilkes.

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 located at the top of this announcement, along with Job Title, Job Code, AND the county of residence 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. 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