



**GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION # 17-009**

**POSTED:** September 9, 2016

**DEADLINE:** September 23, 2016

**JOB TITLE:** Criminal Justice Information Specialist (CJIS) 1

**JOB CODE:** ITT080

**PAYGRADE:** G

**POSITION NUMBERS:** 00123807 and 00123924

**LOCATION:** Georgia Crime Information Center (GCIC)  
Information Services (Applicant Services)  
GBI Headquarters - Decatur, Georgia

**SALARY:** \$24,772.00 – 32,202.00 annually

**DUTIES AND RESPONSIBILITIES**

The Applicant Services team is responsible for all operations and functions associated with the non-criminal justice use of fingerprints and criminal history record information, such as supporting public and private agencies that utilize the Georgia Applicant Processing Services (GAPS); billing and proper use of the service; processing fingerprint-based criminal history requests for international adoptions and immigration; performing quality control; and responding to emails from both the general public and public/private agencies.

**MINIMUM QUALIFICATIONS**

High school diploma or GED.

**PREFERRED QUALIFICATIONS**

In addition to the minimum qualifications, preference will be given to applicants that possess one or more of the following:

- One year of customer service experience within a criminal justice environment.
- One year of working knowledge of the criminal history programs and an understanding of criminal history records.
- Completion of 90 quarter hours/45 semester hours from an accredited college or university.

**VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

TO APPLY:

**APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA**

**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 and Job Code must be listed on applications for this vacancy.
- ❖ Applications should be filled out carefully and completely. **Applications will not be considered if the work history and job information on the application are not filled in or that have "see attached" in lieu of completing the aforementioned sections 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**