



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-036

POSTED: May 29, 2015

DEADLINE: June 12, 2015

JOB TITLE: Criminal Justice Information System (CJIS) Analyst 1 or 2

JOB CODE: 80723 or 80724

PAYGRADE: 13 or 14

POSITION NUMBER: 00123855

LOCATION: Georgia Crime Information Center (GCIC)/
Criminal History Identification Services (CHIS)
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$29,974 – \$39,038 annually

Note: The position will be filled at the level commensurate with the experience of the selected candidate.

DUTIES AND RESPONSIBILITIES:

The CCH/Identification Services Unit is responsible for all operations and functions associated with the criminal justice use of fingerprints and criminal history record information, such as supporting the Georgia Automated Fingerprint Identification System and the Computerized Criminal History database and associated activities. The CJIS Analyst will perform complex duties in the areas of operations research, project management, policy development and consultation for criminal justice and governmental agencies.

These positions utilize basic skills and may develop advanced skills using tools and equipment appropriate for the position or specialization.

MINIMUM QUALIFICATIONS

CJIS Analyst 1 (80723)

Bachelor's degree from an accredited college or university.

OR

Three (3) years of experience as a CJIS Specialist or equivalent.

Note: Related experience may be substituted for education on a year for year basis if evaluated as equivalent

CJIS Analyst 2 (80724)

Bachelor's degree from an accredited college or university **AND** Two (2) years of related professional experience.

OR

Five (5) years of experience as a CJIS Specialist or equivalent.

Note: Related experience may be substituted for education on a year for year basis if evaluated as equivalent.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- Criminal Justice Information System (CJIS) network
- The Computerized Criminal History (CCH) Program and an understanding of criminal history records
- Awareness/Understanding of the fingerprinting and /or disposition processes
- Possess the ability to work independently in a responsible and professional manner utilizing good judgment and initiative.
- Demonstrated project management experience

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, 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.
- 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