



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #18-073**

POSTED: May 14, 2018

DEADLINE: May 28, 2018

JOB TITLE: Criminal Justice Compliance Specialist 1

JOB CODE: RCP100

PAYGRADE: I

POSITION NUMBER: 00123907

LOCATION: Georgia Crime Information Center (GCIC)
Information Services/Non-Criminal Justice Services
GBI Headquarters
Decatur, Georgia

SALARY: \$32,971/annually

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.

DUTIES AND RESPONSIBILITIES:

The Georgia Crime Information Center (GCIC) is responsible for the preparation and completion of the triennial onsite audits for non-criminal agencies that receive state and federal criminal history record information for licensing and employment purposes.

Non-Criminal Justice Compliance Specialists conduct audits and prepare audit reports that contain the findings, evaluations and recommendations necessary for corrective action in accordance with state and federal regulations. The position requires knowledge of the state and federal laws that govern non-criminal justice information.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university.

Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-for-year basis.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with **two** years of working knowledge in one or more of the following areas:

- Assisting non-criminal justice agencies with fingerprint-based background checks for employment and licensing purposes.
- Policies and regulations related to the use, security and dissemination of state and federal criminal history record information.
- Federal authorities and statutes such as Public Law 92-544, National Child Protection Act/Volunteers for Children Act and Adam Walsh Act.
- The Georgia Applicant Processing Service (GAPS).

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.
- **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