



## GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 19-004

**POSTED:** July 10, 2018

**DEADLINE:** July 24, 2018

**JOB TITLE:** Criminal Justice Information Specialist (CJIS) 1  
**JOB CODE:** ITT080  
**PAYGRADE:** G  
**POSITION NUMBER:** 00123812  
**LOCATION:** Georgia Crime Information Center (GCIC)  
Information Services (CCH/Identification Services)  
GBI Headquarters - Decatur, Georgia  
**SALARY:** \$27,248.75/annually

**This is a sensitive government position.**

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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.

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### **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 (AFIS) and the Computerized Criminal History (CCH) database. Duties include providing support to federal, state and local criminal justice agencies and the general public relating to criminal justice information. Unit personnel process fingerprint submissions (arrest and employment/licensing) and final disposition reports. Personnel also update criminal history records to correct inaccurate/incomplete information; inspect criminal history records when someone suspects they have been a victim of criminal identity theft; and, answer phone calls and respond to emails from criminal justice agencies and the general public.

### **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.

**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**