



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #14-050

POSTED: May 14, 2013

DEADLINE: May 21, 2013

JOB TITLE: Quality Assurance Spec (SP)
JOB CODE: 80834
PAYGRADE: 16
SALARY RANGE: \$39,038.32/yr. - \$53,728.30/yr.
POSITION NUMBER: 00123806

LOCATION: Georgia Crime Information Center/
Identification and Information Services
Decatur, Georgia

Duties and Responsibilities:

Acts as the first line supervisor responsible for day-to-day operations and functions associated with the Automated Fingerprint Identification System and the Computerized Criminal History System (CCH) for the State of Georgia. Includes supporting criminal justice and non-criminal justice agencies that utilize these systems; operation of the CCH telephone helpline; the GBI Lobby Office; criminal history record updates and modifications; attorney requests; certified fingerprint requests; record restrictions; performing quality control; developing and maintaining policies and procedures; and, ensure training and certification requirements are met. Requires analytical, communication and writing skills.

Minimum Qualifications:

Bachelor's degree in business administration, public administration or a related area **AND** Three years of related experience in the area of assignment, one of which was at the supervisory level

OR

Three years of experience as Quality Assurance Spec (AL) or equivalent

OR

Five years of experience in the area of assignment, three of which were as a supervisor

PREFERRED QUALIFICATIONS:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- IAI or industry certified Ten Print or Latent Examiner
- Three (3) years ten print examiner experience

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 (#14-050), 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 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](#).

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

ALL APPLICATIONS MUST BE RECEIVED IN THE GBI PERSONNEL OFFICE BY THE CLOSE OF BUSINESS ON THE DEADLINE DATE POSTED ON THIS JOB VACANCY ANNOUNCEMENT.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER