



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-037

POSTED: May 15, 2015

DEADLINE: May 29, 2015

JOB TITLE: Compliance Auditor 1 or 2

JOB CODE: 40412 or 40419

PAY GRADE: 13 or 15

POSITION NUMBER: 00202145

LOCATION: Georgia Crime Information Center (GCIC) /
NCIC Services/Compliance
Central East Region

ANNUAL SALARY: \$29,974/yr. - \$35,569.36

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

DUTIES AND RESPONSIBILITIES:

The Georgia Crime Information Center (GCIC) is responsible for the preparation and completion of audit reports which contain findings, evaluations, and recommendations for necessary correction action in accordance with the Rules of the GCIC Council, other relevant Georgia code sections and pertinent federal statutes and regulations. The position requires knowledge of state and federal laws, as well as, rules and regulations governing criminal justice information.

Compliance Auditor 1 or 2 will conduct triennial onsite and electronic audits of criminal justice agencies that access state and federal criminal justice information for either criminal justice purposes or authorized employment/licensing suitability determinations. Develops and presents training interventions to assist with compliance. The Compliance Auditor 2 acts as a lead worker and prepares advisories for upper management and assists in audit program revisions, as required.

*Note: This position involves extensive travel throughout the State of Georgia. For consideration, applicants **must reside** in one of the following counties: Elbert, Clarke, Oconee, Oglethorpe, Wilkes, Lincoln, Columbia, Richmond, Burke, Jefferson, Johnson, Treutlen, Laurens, Wilkinson, Washington, Baldwin, Jones, Jasper, Putnam, Morgan, Greene, Hancock, Taliaferro, Warren, McDuffie, or Glascock.*

Applicants must indicate on their application the county where they currently reside.

MINIMUM QUALIFICATIONS

Compliance Auditor 1 – 40412 – pay grade 13

Completion of a bachelors' degree from an accredited college or university.

Note: Work experience in related area of assignment may substitute for education if evaluated as equivalent.

Compliance Auditor 2 – 40419 – pay grade 15

Completion of a bachelors' degree from an accredited college or university **AND** Twelve months of experience at the lower level (RCP101).

OR

Four years of experience at a level equivalent to a compliance auditor.

Preferred Qualifications:

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

- Degree in a related area such as Criminal Justice or Criminology
- Two or more years of experience working in a criminal justice environment/public safety environment
- Working knowledge of the any of the following programs:
 - Computerized Criminal History (CCH)
 - Criminal Justice Information System (CJIS) Network
 - National Instant Criminal Background Check System (NICS)
 - National Crime Information Center (NCIC)
 - Law Enforcement National Data Exchange (N-DEx)
 - Sex Offender Registry Tool (SORT)
- Maintains current certification as a Terminal Agency Coordinator (TAC)
- Maintains current certification as a Public Safety (POST) General Instructor

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 15-037, along with Job Title, Job Code, and the county in which the applicant resides 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