



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #14-059

POSTED: June 18, 2014

DEADLINE: July 2, 2014

JOB TITLES: TS: Quality Assurance Spec (EL)

JOB CODE: 80512

PAYGRADE: 11

POSITION NUMBER: 00201952

LOCATION: Georgia Crime Information Center (GCIC)/
Applicant Services
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$24,322.01 – \$33,482.99 annually

DUTIES AND RESPONSIBILITIES:

Review documents, claims, records, applications, or transactions relating to the access of criminal history information for the Applicant Services unit. Researches and investigates program data or issues, performs quality analysis and drafts related documentation, reports or presentations. The Applicant Services unit is responsible for all operations and functions associated with the non-criminal justice use of fingerprints and Criminal History Record Information (CHRI).

Note: The TS: Quality Assurance Spec (EL) is the entry/training level of the Quality Assurance job series. Incumbents at this level may require addition training or experience to gain full proficiency in some or all of the job responsibilities.

MINIMUM QUALIFICATIONS

One year of experience related to the area of assignment.

OR

Completion of 90 quarter hours/45 semester hours from an accredited college or university.

PREFERRED QUALIFICATIONS

One year of customer service experience within a criminal justice environment

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