

State of Alabama
Personnel Department
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CRIME INFORMATION SUPERVISORY AGENT - 61035
\$49,161.60 – \$74,949.60

Department: Alabama Criminal Justice Information Center
Location: Montgomery

TYPE OF EXAMINATION

An **open-competitive** register will be established for all applicants who meet the minimum qualifications listed below. Qualified applicants will be evaluated based on their training and experience as shown on their application and the responses provided on the questionnaire on the back of this announcement. This evaluation of training and experience will comprise 100% of the final grade. **You must complete, sign, and return the questionnaire on the back of this announcement.**

QUALIFICATIONS NEEDED TO APPLY

You must have **all** of the following to qualify:

- Bachelor's degree from an accredited* college or university with a major in government, criminal justice, computer science, information technology, public or business administration, or a closely related field plus
- ****Five** (5) years of experience as a sworn law enforcement officer to include **two** (2) years of formal supervisory experience.

SUBSTITUTION

- Applicants who do not meet the above educational requirement may substitute appropriate full-time experience, beyond that which is minimally required, on a year-for-year basis (e.g., one-year of experience equals one year of education). One year of substituted experience is equivalent to 30 semester or 45 quarter hours of college coursework. If you do not have the required Bachelor's degree, please provide a college transcript to verify your coursework.
- A Master's degree in government, criminal justice, computer science, information technology, or public or business administration can substitute for one year of the required law enforcement experience (cannot count toward the required supervisory experience).

NOTES

- *Please refer to our website for complete information on our policy for accepting post-secondary and advanced degrees.
- **Experience in corrections, security, safety, or jail guard work is not acceptable.
- "Formal" supervisory experience includes conducting performance appraisals, assigning work, etc. Please be sure to describe these duties in detail on your application.
- Extensive travel is required for this job.

Special Requirements

- Applicants must possess a valid Alabama driver's license.
- Applicants must be certified by the Alabama Peace Officers' Standards and Training Act for law enforcement officers. (**You must provide your certificate number on your application.**) Applicants with expired certificates or those with POST certification from another state would need to meet the requirements necessary to be re/certified (i.e., lateral entry equivalency training, refresher course, etc). Corrections APOST is not a recognized law enforcement academy.

KIND OF WORK

This is professional supervisory and managerial work overseeing operations of crime information agents within the Criminal Justice Information Center's (CJIC) Field Operations Division. The employee in this class plans, assigns, manages, and evaluates performance and activities of crime information agents overseeing technical and investigative field operations in an assigned geographical area; conducting security or technical audits; and/or coordinating systems access privileges. In addition to the duties performed at the agent level, work involves planning and coordinating functional activities; organizing and directing subordinates; directing consultative and advisory services; and preparing periodic activity reports.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or your local Alabama Career Center office. It can also be downloaded from our web site. You must send your application to the State Personnel Department. It must be received by the close of business on **May 30, 2007**. Applications received after 5:00 p.m. on this date **WILL NOT BE ACCEPTED**. The names of those who apply late will be placed on a mailing list to be notified when this job is again open for application. The State Personnel Department is not responsible for late receipt of applications due to the mail service or faxing malfunctions. Photocopied and facsimile applications are accepted. Our FAX number is (334) 242-1110.

CRIME INFORMATION SUPERVISORY AGENT (61035)

Training and Experience Questionnaire

DIRECTIONS

- 1. Please type or write your responses legibly. You may not receive full credit for your responses if they are not legible.
2. Read each question carefully. Some questions may have several parts. Be sure to answer all parts of the question and follow the directions.
3. Be sure to provide enough detail in your response so we can understand your experience. Avoid general statements. Describe exactly what you did so that we have an understanding of your past experience.
4. Describe experiences accurately and completely. Do not be shy or modest about describing your experiences. Also, do not overstate what you actually did. We want detailed information, but you will not get full credit for statements that are not true. You may not receive credit at all if your statement cannot be verified.
5. Please make sure that you label your response pages. For example, write Question A or Question B at the top of the page to match the question you are answering. Copies of letters of recommendations, job descriptions, resumes, performance appraisals and the like will not be scored.
6. For each question, you must verify where you obtained the relevant experience by providing your job title, dates of employment, total months of employment, hours per week, supervisor's name and phone number, detailed job description, etc.
7. For each question, you must list a contact person, the person's job title, and an address and phone number of the contact person. The person must be someone who observed you doing this work and can verify that the information you provided is true. If you do not list a contact person for each question, you may not receive credit for your answer.
8. If you do not have this experience, check the "N/A" (not applicable) box below, and return this signed and dated agreement along with your application. You must return your response with the signed and dated agreement below in order for your application to be processed.

[] N/A (I do not have experience related to Questions A or B below, but would still like to apply)

QUESTION A.

The Crime Information Supervisory Agent job requires you to have the knowledge and ability to operate a personal computer to include multiple software programs and systems such as the ACJIC/NCIC/CJNet system as needed to document and access information, store and analyze information, and provide training and assistance to criminal justice personnel/entities.

I. Please describe any paid work experience you have working with computers. For each relevant employer, include the following:

- (a) What are your computer-related duties (i.e., programming, operations, systems work, technician work, etc.)? Please describe in detail.
(b) What computer software/applications do you utilize?
(c) Does any of your computer/IT experience involve working with criminal justice applications/systems (i.e., CJIC/NCIC/CJNet)? If yes, please provide detail regarding your duties in this capacity.

II. Please describe any training/education you have in information technology. Please attach a college transcript highlighting your IT courses.

QUESTION B.

The Crime Information Supervisory Agent job requires you to speak to groups such as city/county governing bodies, police academies, criminal justice organizations and/or agencies, ACJIC Commission, legislative committees, community action groups, schools, and other public and civic organizations in order to educate and inform the public, governmental bodies, and the criminal justice community, maintain effective working relationships, and create good public relations.

I. As a law enforcement officer, please describe your work-related experience instructing, training, or speaking to large groups. For each relevant employer, include the following:

- (a) Which groups/organizations have you spoken to?
(b) What information have you provided?
(c) What is the average length of your presentations?
(d) How often are you required to instruct, train, or speak to large groups in your role as a law enforcement officer? Please be specific (i.e.: once a year, twice a week, daily, etc.).

YOUR AGREEMENT. You must return your responses with the signed and dated agreement below in order for your application to be processed.

Read, sign, and date the following statement:

Your signature certifies that all information on this form and the attached sheets is complete and accurate to the best of your knowledge and belief and the product is only your work which was composed without the assistance of any other individual. According to Rule 670-X-9 of the Rules of the State Personnel Board, the Personnel Director may disqualify you from further consideration, remove your name from the register, or refuse to certify your name from the register. Further, you can be dismissed from state service for making false statements or certifications with respect to a test and, for willful violations, can be subject to criminal prosecution.

Examples of cheating or falsification include but are not limited to: having someone else complete your questionnaire; misrepresenting any of the following information: work history, duties, number of people supervised, length of employment, type of employment (full or part-time); or attempting to use political influence during the application or examination process.

SIGNATURE _____

DATE _____