

Announcement Date: February 27, 2008

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, Alabama 36130-4100
(334) 242-3389
Internet: www.personnel.state.al.us

INVESTIGATIVE TECHNICIAN I - 60347

\$25,569.60 - \$38,892.00

Department: Various

Location: Various

TYPE OF EXAMINATION

An **open-competitive** register will be established. Qualified candidates will be required to complete a written exam. The exam will comprise 100% of the final grade. **The Candidate Information Guide for this examination is available on our web site listed above. Please contact State Personnel if you wish to have a guide mailed to you.**

QUALIFICATIONS NEEDED TO APPLY

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

- High school diploma or GED.
- Two years of experience in collecting and processing criminal intelligence data for a law enforcement or related intelligence agency.

NOTES

- An Associate's degree* in Criminal Justice, Criminology, Forensic Sciences, or a closely related field may substitute for the required experience.
- A background investigation will be conducted by the hiring agency prior to making hiring decisions.
- Employees in this classification may be required to work weekends, holidays, and/or after hours on weekdays.

SPECIAL REQUIREMENT

Applicants must possess a valid driver's license issued by the Alabama Department of Public Safety at the time of their appointment.

KIND OF WORK

This is entry level work in gathering and sorting data pertaining to Missing Persons, Criminal Investigations, and Criminal Intelligence. Employees in this class are responsible for obtaining and processing intelligence and criminal indexing data. Responsibilities include the summarization of intelligence data and the preparation of reports for officials and concerned personnel. Work involves obtaining and recording background information on individuals and organizations whose names appear in the course of criminal investigations. Work is performed under the supervision of a command officer who reviews the work in progress and upon completion for conformance with prescribed policies and procedures. Work at this level involves receiving and summarizing intelligence reports; preparing case charts or reports of intelligence findings; responding to official inquiries from other law enforcement agencies; collecting data relating to intelligence activities, events, and incidents; informing field investigators of data to assist them in investigations; obtaining background information on individuals and organizations; conducting oral briefings; keeping accurate up-to-date records of all activity performed; and operating NCIC telecommunications terminal and computer terminal.

HOW TO APPLY

Use an Application for Examination form. You can get the form at this office or at an Alabama Career Center office. This form may also be downloaded from the State Personnel web site. You must send your application to the State Personnel Department. Applications must be received by close of business on **Wednesday, March 19, 2008**. Applications received after this date **WILL BE REJECTED**. The names of those who apply late will be put on the State Personnel mailing list. They will be notified when they should apply again. Photocopied applications are accepted. Facsimile applications are also accepted. Our fax number is 334-242-1110. The State Personnel Department is not responsible for applications received late due to mail service or for incomplete/illegible facsimile applications.

*Individuals currently on the employment register **MUST reapply** to remain eligible for employment.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER.

*Please refer to the back of this announcement or the State Personnel Department web site for complete information on our policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

State of Alabama Personnel Department

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.