

State of Alabama  
Personnel Department  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Current Announcement

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**CRIME INFORMATION SUPERVISORY AGENT – 61035**

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**Salary:** \$52,663.20 - \$80,287.20

**Announcement Date:** March 19, 2014

**Application Deadline:** April 9, 2014

**JOB INFORMATION**

The Crime Information Supervisory Agent is a permanent full-time position with the Criminal Justice Information Center. Positions are located in Montgomery. This is professional supervisory and managerial work overseeing operations of crime information agents within the Criminal Justice Information Center's Field Operations Division.

**MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited\* four-year college or university in Government, Criminal Justice, Computer Science, Information Technology, Business Administration, Public Administration, or a closely related field
- Five years of experience as a sworn law enforcement officer to include two years of formal supervisory experience

**SPECIAL REQUIREMENTS**

- Possession of a valid Alabama driver's license
- Certified by the Alabama Peace Officer's Standards and Training Act for law enforcement officers (**Copy of APOST certificate MUST be included with application**). Applicants with expired certificates or those with POST certification from another state must meet requirements to be re-certified (i.e. lateral entry equivalency training, refresher course, etc).

**SUBSTITUTIONS**

- Experience as a sworn law enforcement officer beyond the minimum of five years may substitute for the required degree on a year-for-year basis.
- College coursework from an accredited\* four-year college or university will be credited on a year-for-year basis (30 semester hours or 45 quarter hours is equivalent to one year of experience). Applicants **MUST** include a transcript if substituting coursework for the required experience.
- A Master's degree from an accredited\* four-year college or university in Government, Criminal Justice, Computer Science, Information Technology, Business Administration, or Public Administration may substitute for one year of the required sworn law enforcement officer experience.
- **There is NO substitution allowed for the formal supervisory experience.**

**NOTES**

- Applicants **must** describe supervisory duties in detail. **Applications that do not contain this information will not be accepted.**
- Experience in corrections, security, safety, or jail guard work is **not** considered sworn law enforcement experience.
- Corrections APOST is **not** a recognized law enforcement academy.
- Extensive travel is required.

**EXAMINATION**

- **Open-Competitive** to all applicants
- An **Experience Record Questionnaire** will comprise 100% of the final score for the open-competitive register.

**HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

*Individuals currently on the 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 for complete information on State Personnel's 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.

**Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.**

### **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.