

## Investigator District Attorney

### Position

Reporting to the District Attorney, this position is responsible for conducting criminal investigations on behalf of the District Attorney's Office.

**Salary:** \$17.13/Hourly

**Posting:** May 17, 2017 through May 24, 2017

Submit resume to Bartow County HR via email to [cogginsm@bartowga.org](mailto:cogginsm@bartowga.org) or via mail to Bartow County Human Resources, 135 West Cherokee Avenue, St. 256, Cartersville, Ga. 30120

### MAJOR DUTIES

- Prepares, screens and assembles case files for the Grand Jury, jury trials, preliminary hearings, and probation hearings.
- Assists in coordinating witnesses for court; locates and transports witnesses for court proceedings.
- Interviews complainants, suspects, victims, and witnesses; prepares investigative reports.
- Serves subpoenas for Grand Jury, probation hearings, jury trials, and preliminary hearings.
- Gathers documentation to support criminal accusations and indictments.
- Locates and transports physical evidence for trial.
- Facilitates the usage of audio-visual equipment in court.
- Testifies in court proceedings.
- Runs criminal histories, driver histories, and vehicle registration inquiries.
- Prepares and executes search warrants.
- Conducts investigations as assigned by the District Attorney.
- Assists local law enforcement agencies as needed.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the purposes, principles, terminology and practices required in criminal investigations, legal proceedings and the judicial process.
- Knowledge of legislative updates and professional mandates related to criminal investigations, legal proceedings and the judicial process.
- Knowledge of audio and video formats, evidentiary technology, and related court procedures.
- Knowledge of evidence preservation and chain of custody requirements.
- Knowledge of equipment, technology, materials and chemicals used in criminal and crime scene investigations.
- Skill in the use of computers and job related software programs.
- Skill in interview techniques.
- Skill in processing, analyzing and preserving evidence.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The District Attorney assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the District Attorney's Office Policies and Procedures Manual, the Georgia Law Enforcement

Handbook, Peace Officer Standards and Training Council rules and regulations, Georgia Crime Information Center rules and regulations, and open records laws. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related investigative duties. The unique nature of each case contributes to the complexity of the position.
- The purpose of this position is to conduct criminal investigations for the District Attorney's Office. Success in this position contributes to the successful prosecution of criminal cases.

### **CONTACTS**

- Contacts are typically with attorneys, victims, witnesses, suspects, law enforcement officers, court personnel, co-workers, other county employees, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, to justify or negotiate matters, or to motivate or influence persons.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.