

**CHEROKEE COUNTY GEORGIA
POSITION DESCRIPTION**

TITLE: INVESTIGATOR

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist in the prosecution of felony, misdemeanor and/or juvenile court cases. The position is responsible for gathering and preserving evidence; working with law enforcement agencies to develop cases; interviewing/speaking to victims, witnesses and defendants; filing and serving subpoenas; assisting in the courtroom; organizing case files; mailing victim impact statements; and performing related clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Completes assigned tasks as directed by the attorney responsible for a case, such as reviewing criminal history, driver's license records, or obtaining evidence from law enforcement agencies, including 911 recordings, video tapes, audio tapes or making copies for discovery.

Gathers information/data, evidence and witness perspectives; organizes the information for presentation to the attorney, and discusses the desired outcome in the best interest of all parties involved.

Coordinates and produces needed witnesses, law enforcement personnel and evidence for trials, while minimizing the down time waiting for the case to be call.

Reviews case files assigned to the office and determines what issues in the case need attention for successful prosecution; discusses case with prosecutors and assists in determining target outcome of the case.

Gathers necessary evidence with local law enforcement agencies prior to a case going to trial; conducts case review work by analyzing law enforcement documents to locate potential problems prior to beginning of court proceedings; attends and assists in the courtroom and testifies as required.

Communicates with victims, witnesses and law enforcement agencies related to a case, ensuring the availability of all information to the attorney prosecuting the case.

Serves subpoenas and search and arrest warrants, and prepares affidavits for subpoenas and search warrants.

Performs clerical tasks such as preparing correspondence or e-mail; performing data entry; preparing concise written reports containing facts and findings of investigations, interviews and evidence, and making recommendations to the prosecuting attorney; mailing victim impact statements; faxing; or telephoning.

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Attends staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct coworkers.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for evidence, equipment or supplies.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

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Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as vehicles, firearms, VCR’s, tape recorders, televisions, computers or photocopiers.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires an associate’s degree or the equivalent of two years of college or vocational/technical school education in criminal investigator or a closely related law enforcement field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires current P.O.S.T certification and a valid State of Georgia Driver's License and satisfactory Motor Vehicle Record.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of experience in a police officer or sheriff deputy/officer position.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and considerable dexterity in operating machinery, firearms or office equipment.

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UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, violence, disease/pathogens, traffic, explosives, and toxic or caustic chemicals.

SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.