

MACON-BIBB COUNTY GOVERNEMENT
PLEASE POST FOR ALL POTENTIAL APPLICANTS TO READ

POST DATES: 06/18/2015 to Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Investigator

JOB CLASS (GRADE):

SALARY RANGE: \$35,907 - \$77,480

WORK WEEK: MON-FRI

LOCATION: District Attorney's Office

DEPT. HEAD: David Cooke

WORK HOURS: 8:00am-5:00pm

NEW REQUIREMENT

REPLACEMENT

Job Summary: This position is responsible for conducting criminal investigations.

Duties and Responsibilities:

1. Responds to crime scenes and examines the scene of the crime to obtain clues and gather evidence.
2. Investigates the facts of particular cases to gather evidence.
3. Seizes and confiscates property as necessary.
4. Obtains and serves search, criminal, and arrest warrants; apprehends and arrests suspects.
5. Serves court papers, subpoenas, and civil papers.
6. Interviews complainants, witnesses, victims, suspects, and informants in person and by telephone; obtains statements.
7. Identifies, collects, marks, and preserves physical evidence.
8. Plans court presentations with prosecuting attorneys, presents evidence and information, and testifies in judicial proceedings.
9. Develops intelligence resources for use in investigations; participates in undercover operations.
10. Reviews investigative information; writes and files case reports and supplements; compiles case files.
11. Assists other law enforcement agencies with investigations upon request; provides information on criminal activity to federal, state, and local law enforcement agents.
12. Conducts internal investigations for the department.
13. Maintains assigned vehicle and equipment.
14. Transports inmates to and from court proceedings.
15. Assists in providing transportation, security and other services to VWAP as needed.
16. Attends training sessions as required.
17. Perform other related duties as assigned.

Minimum Qualifications

1. Bachelor's degree required from an accredited four-year college or university.
2. Minimum of ten (10) years of law enforcement experience is required.
3. Minimum of five (5) years investigate experience.

Working Conditions

1. Works in temperature-controlled office environment.
2. Occasional travel

3. High activity, multiple deadlines, constant interruptions
4. High visibility of behavior.

If you feel you qualify for the above position apply online at www.maconbibb.us or in person at the Human Resources Department, Macon-Bibb County. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER