

PLEASE POST FOR ALL APPLICANTS TO READ  
Macon Bibb County Government

POST DATES: 07/20/2018 – 08/02/2018

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: INVESTIGATIVE SUPPORT TECHNICIAN

JOB CLASS (GRADE): 11

Hourly Salary: \$16.63

LOCATION: District Attorney's Office

WORK HOURS: 8:00 AM – 5:00 PM

DEPT. HEAD: Beth Lasseter

WORK WEEK: Mon. – Fri.

**SUMMARY:**

This position is responsible for providing administrative and technical support to the District Attorney's office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Enters data concerning warrants and police reports; runs criminal history.
- Researches tag records, driver's histories and other criminal histories as needed.
- Responsible for receptionist duties on a rotating basis.
- Enters Official Based Tracking System forms for dismissed cases.
- Researches dispositions of old cases as needed to aid GCIC.
- Checks and verifies dispositions for Instant Gun checks.
- Verifies status of outstanding warrants for warrant validation packages.
- Performs background checks on defendants coming up for parole.
- Performs other related duties as assigned.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- High school or GED – 5 years' work experience performing high level administrative/support duties, three of which were in a legal or court setting.
- **GCIC/NCIC CERTIFICATION PREFERRED** or ability to readily obtain GCIC/NCIC certification.
- Proven knowledge of legal procedures, forms, documents and terminology, general office procedures and practices, correct English grammar, spelling and punctuation.
- Proficiency in Microsoft Office products.
- Strong oral and written communication skills.
- Ability to maintain appropriate confidentiality and security of private or confidential information.
- Ability to work effectively with members of all levels within the organization and public.
- Ability to achieve results of a timely basis.

**WORK CONDITIONS:**

- Works in temperature controlled office environment.
- Minimal travel
- High activity, multiple deadlines, constant interruptions.
- High visibility of behavior.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily a temperature-controlled office environment. The working conditions consist of: high activity, multiple deadlines, constant interruptions, and high visibility of behavior.

---

*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings 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 the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**