



Fulton County, Georgia

Classification Specification

SENIOR INVESTIGATOR, D.A. (480019)

Purpose of Classification:

The purpose of this classification is to perform professional investigative work for the Office of the District Attorney to assist in the resolution of cases and the successful prosecution of criminal defendants. Work involves providing support, resources, and security to assigned Assistant District Attorneys prior to, during, and after the prosecution of felony criminal cases. This classification is distinguished from the series by the level of casework assigned and the demonstrated ability to independently complete investigative assignments. Positions in the Senior Investigator, D.A. classification investigate unique and complex felony cases, which may involve upper-level felonies, crimes of public integrity, high-profile cases, fugitive investigations, or other factors influencing the complexity of the investigation. Positions in the Senior Investigator, D.A. classification may also serve as a lead worker to other Investigators.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned crew or co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Conducts investigations and assists assigned Assistant District Attorneys in preparing cases for trial: reviews case files and identifies investigative tasks; coordinates investigative plan; drafts and executes search warrants or court orders for evidence; collects, secures, and analyzes evidence, ensuring chain of custody is maintained; assists with interviewing victims and witnesses; surveys, photographs, and sketches crime scenes; utilizes various investigative tools, resources, and programs to obtain necessary information; compiles witness lists; consults with Assistant District Attorneys regarding trial strategies; advises Grand Jury and prosecuting attorneys regarding cases; and testifies at Grand Jury or in court.

Identifies, locates, serves subpoenas, and ensures court appearances of complainants, suspects, victims, and lay and professional witnesses involved in felony cases: researches and creates witness files; works to obtain full victim/witness cooperation; coordinates witness accommodations such as travel and lodging; drafts material witness warrants as needed and coordinates with fugitive units to apprehend witness; and coordinates schedules for court appearances.

Transports and provides security for attorneys, victims, victim advocates, and witnesses: escorts attorneys on interviews and crime scene visits; provides courtroom security; and escorts attorneys, victims, advocates, and witnesses to and from trial.

Provides assistance and advocacy to victims of crimes: provides information and updates regarding case status and court proceedings; and provides resources, referrals, and information to assist victims in recovering from the physical, emotional, and financial impacts of the crime (such as counseling, housing, or other social services).

Employs or participates in investigative activities that involve risk and/or danger, to include undercover assignments, crime scene response, raids, arrests, interrogations, and various forms of surveillance.

Serves on multidisciplinary teams, task forces, or other special assignments.

Communicates and collaborates with various groups and agencies including law enforcement, victims, witnesses, families of victims and witnesses, judges, court personnel, and the general public to gather information and details about a case, coordinate investigative efforts, or raise public awareness.

Prepares, gathers, reviews, compiles, and processes a variety of documents and information related to investigative activities: gathers and compiles incident reports, certified prior convictions, criminal histories, crime lab information, inmate phone recordings, jail visitation logs, defendant, victim and witness statements, phone records, crime scene photographs, and medical records; reviews financial records, crime lab reports, patient records, and other investigative information; drafts investigative reports, case summaries, search warrants, arrest warrant affidavits, evidence requests, and related documents.

Stays abreast of criminal investigative techniques and practices, crime trends, and courtroom procedures; attends seminars and training courses; obtains various criminology certifications; and performs firearms practice drills.

Operates or uses various equipment, tools, firearms, and supplies in order to complete work assignments: operates and maintains duty weapon, motor vehicle, cameras, radios, surveillance equipment, and other power or motorized equipment; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelors Degree in criminology, criminal justice or a related field required; supplemented by five years of experience in law enforcement or investigative fields; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) Certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position. Requires knowledge of federal, state, and local criminal laws and statutes, court rules and procedures, and methods and techniques used to conduct criminal investigations. Requires knowledge of the geography of the metropolitan Atlanta area. Requires interpersonal and communication skills to effectively interview, interrogate, persuade, or otherwise interact in the course of investigative work.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.