

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: Investigator, District Attorney

CLASS CODE: 606127	EEO CODE: B	SALARY RANGE: C42	FLSA STATUS: Non-Exempt	PHYSICAL PROFILE: #2	TEST CATEGORY: B
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JOB SUMMARY: Incumbent in this class is responsible for gathering evidence used in the apprehension, indictment or prosecution, and conviction of law violators.

DISTINGUISHING CHARACTERISTICS: This is the first level within a three-level District Attorney investigator classification series. Investigator, District Attorney is distinguished from Investigator, Senior District Attorney, in that the former investigates routine felony cases and works with a greater degree of supervision, whereas the latter investigates complex and unique cases, works with a minimum of supervision, and provides advice to other Investigators as required.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Conducts a thorough and impartial investigation of routine felony cases returned by the Fulton County Grand Jury for prosecution.
- Investigates a wide variety of matters within the jurisdiction of the District Attorney.
- Maintains contact with other law enforcement agencies in the investigation of various violations.
- Reviews assigned cases based on statutory provisions covering a particular violation of the law.
- Decides if additional investigation is necessary and completes cases as appropriate.
- Investigates reports.
- Takes custody of and identifies physical evidence.
- Subpoenas records in accordance with established procedure.
- Coordinates all factors used by the District Attorney or assigned staff.
- Engages in dangerous assignments, including raids, arrests, and undercover assignments as required.
- Locates and subpoenas victims/witnesses.

KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Federal, state, and local criminal laws and statutes;
- Court rules and procedures;
- Methods and techniques used to conduct criminal investigations;
- Geography of metropolitan Atlanta and surrounding areas;
- Procedures used by grand juries in criminal investigations.

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SKILLS: (position requirements at entry):

Skills in:

- Conducting effective interviews and interrogations;
- Organizing and prioritizing work;
- Photographing crime scenes;
- Drawing sketches to scale;
- Reading maps;
- Operating a motor vehicle;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in social or behavioral science, criminology, criminal justice, or a related field; and four (4) years experience in law enforcement or in performing criminal investigations; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS: (position requirements at entry):

- Georgia Peace Officer Standards and Training (POST) Certification;
- Valid State of Georgia Driver's License.

PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, mobility, carrying, climbing, bending, reaching, grasping, fingering, using foot controls, driving, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Draft revised by Fulton County Personnel 9/7/01.