



GEORGIA PUBLIC DEFENDER COUNCIL

Working Title: Criminal Investigator II

Job Title: Criminal Investigator II

Job Code: PSP091

Grade: LJ

Salary Minimum: \$49,924.80

Salary Midpoint: \$64,896.60

Salary Maximum: \$79,868.40

Description of Duties: Performs routine investigative work. Conducts investigations to include assisting in interviewing witnesses, complainants and/or law enforcement officials, and preparing reports on findings in preparation for cases. Performs other duties as assigned.

Essential Duties and Job Responsibilities:

- Conducts and assists in the investigations of assigned cases.
- Conducts and/or assists in field investigations to ascertain facts and obtain evidence.
- Evaluates, summarizes, and documents investigative findings for review. Conducts investigative research utilizing in-house and/or external resources such as GCIC, NCIC, IRIS, and/or the internet. Conducts background and personal history investigations and examinations.
- Locates witnesses and obtains facts and evidence needed by attorneys in the litigation of the case.
- Assists in preparing cases for presentation at hearings or in court proceedings. May present testimony and evidence in hearings and court proceedings.
- Manages comprehensive files and evidence related to cases and ensures protection of confidential information.
- Creates and utilizes databases, spreadsheets, and/or other investigative software.
- Meets schedules for filing and delivering evidence for cases.
- All other duties as assigned.
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

ENTRY QUALIFICATIONS:

- Bachelor's degree in a related field from an accredited college or university AND One year of related experience
OR
- Three years of experience in law enforcement or related field
OR



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- One year of experience required at the lower level Criminal Investigator 1 (PSP090) or position equivalent AND P.O.S.T. certification.

Note: Some positions may require incumbent to have a valid Class C driver's license.

AGENCY QUALIFICATIONS:

- Possesses a valid Class C driver's license.
- Demonstrates proficiency in the performance of the essential functions and learn, comprehend, and apply all state or departmental policies, practices, and procedures necessary to function in the position effectively.
- Knowledge of legal procedures and processes.
- Knowledge of case management tools, techniques, technology, and software.
- Independently plans, organizes, and conducts investigations.
- Ability to establish and maintain effective working relationships with attorneys, representatives of other agencies, clients, the public and co-workers.
- Ability to exercise sound judgment and decision-making.
- Effectively communicates with system stakeholders including community partners, clients, families, treatment providers, and others.
- Must be able to work efficiently and effectively with internal and external customers of the Office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER