

GEORGIA PUBLIC DEFENDER COUNCIL

Working Title: Criminal Investigator III

Job Title: Criminal Investigator III

Job Code: PSP092

Grade: LK

Salary Minimum: \$53,876.53

Salary Midpoint: \$70,330.23

Salary Maximum: \$86,783.92

The Criminal Investigator will investigate cases from inception through trial. This position plans and conducts investigations in defense of clients charged with criminal offenses, including client interviews, evidence analysis, scene investigation, witness location and interviews, records collection, and background checks. This position will work cooperatively with attorneys to develop strong client relationships, defense theories, and evidence supporting thereof, prepare reports of interviews and developments in case investigation.

Description of Duties: Performs complex 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. Supervises subordinate staff. Performs other duties as assigned.

Essential Duties and Job Responsibilities:

- Supervises and plans the work of assigned staff. Assigns and prioritizes case workloads.
- Conducts and assists in the investigations of felony cases.
- Serves as a job expert or organization resource in assigned areas.
- Collaborates with other authorities on activities such as surveillance, transcription, and research.
- Conducts and/or assists in field investigations to ascertain facts and obtain evidence.
- Participate actively and appropriately in the zealous representation of clients and in client advocacy.
- 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. Serves as the Terminal Agency Coordinator.
- Identifies, contacts, and/or assists attorneys or investigators in interviewing potential witnesses or complainants in felony cases. 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. May maintain primary responsibility for the physical custody and security of the case files and relevant evidence; ensures protection of confidential information.
- Creates and utilizes databases, spreadsheets, and/or other investigative software.
- Attends internal and external educational programs and professional meetings as available for continuing professional education, including training classes focused on interviewing, mental health, and other related issues.
- Meets schedules for filing and delivering evidence for cases.
- All other duties as assigned.
- Serves at the pleasure of the Executive Director.

GEORGIA PUBLIC DEFENDER COUNCIL

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 Two years of related experience
OR
- Four years of experience in law enforcement or related field
OR
- One year of experience required at the lower-level Criminal Investigator 2 (PSP091) or position equivalent AND P.O.S.T. certification.
Note: Some positions may require the incumbent to have a valid Class C driver's license.

AGENCY QUALIFICATIONS:

- Possesses a valid Class C driver's license.
- Knowledge of legal procedures and processes.
- Possesses effective interview and interrogation techniques.
- Knowledge of case management tools, techniques, technology, and software.
- Independently plans, organizes, and conducts investigations.
- Possesses the knowledge to effectively conduct surveillance, use covert devices, and interview informants.
- Effectively establishes and maintains effective working relationships with attorneys, representatives of other agencies, clients, the public and co-workers.
- Demonstrates proficiency in the performance of the essential duties and responsibilities.
- 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.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Criminal Justice, Psychology, Sociology Work, or a related field.
- Experience in criminal and/or capital litigation.
- Bilingual abilities.



GEORGIA PUBLIC DEFENDER COUNCIL

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER