



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

INVESTIGATOR

DAWSON COUNTY DISTRICT ATTORNEY

Salary: Commensurate with Qualifications and Experience

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

Assists the Dawson County District Attorney's Office in investigating all criminal violation reports initiated by local law enforcement agencies to ensure all crimes committed against persons or property in Dawson County are thoroughly investigated, suspects questioned, and leads followed until a case is justly prosecuted and resolved with fairness and integrity, including the preparation of cases for indictment, accusation, and trial.

ESSENTIAL DUTIES

- Serve as a liaison between the District Attorney's Office and the Dawson County Sheriff's Office and other state, local, and federal law enforcement agencies. This position requires the investigator to be on-call frequently.
- Assist the assistant district attorneys in the preparation of cases for preliminary hearings, presentation to a grand jury, pretrial hearing, and trial by:
 - Investigating private warrants and citizen complaints,
 - Reviewing all law enforcement agency case reports for completeness and conducting supplemental investigations as needed,
 - Requesting and copying if necessary all reports, audio, video, and all necessary documentary and media evidence from all law enforcement agencies.
 - Providing access to physical evidence to defense counsel for their review prior to trial.
 - Originating and conducting independent criminal investigations,
 - Securing all evidence needed for trial,
 - Conducting pretrial interviews of any witness who may testify,
 - Locating, subpoenaing, and, if necessary, transporting witnesses to testify in court,
 - Visiting crime scenes prior to trial,
 - Performing crime scene evaluation, interpretation, and reconstruction for courtroom use,
 - Testifying as a lay or expert witness in court as needed,
 - Preparing and implementing a security plan if necessary for trial,
 - Assist in the preparation of trial presentation media, and
 - Otherwise assisting the assistant district attorneys as needed in evaluating and preparing the criminal cases assigned the office.
- Assist the victim witnesses advocates in guiding the victims and witnesses of crimes through the complexities of the criminal justice system.
- Assist the Dawson County Sheriff's Office, the Georgia State Patrol, the Georgia Bureau of Investigation, the Department of Natural Resources, and other peace officers within the county

and in other jurisdictions in the application for warrants and the preparation of case reports which are required by law or which are necessary for the prosecution of the case.

- Provide other assistance to the Sheriff's Office and other agencies and peace officers as authorized and mutually agreed upon between the District Attorney's Office and the head of the agency requesting assistance.
- Assists the District Attorney of the Northeastern Judicial Circuit (Dawson County and Hall County) and performs other related duties as required.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- The criminal laws of the State of Georgia including but not limited to: Title 3, Title 16, Title 27, and Title 40 of the Official Code of Georgia.
- Microsoft Office (in particular Word and Excel), Microsoft Exchange, Microsoft Outlook.
- ICON (Clerk of Superior Court's Electronic Filing Software).
- Tracker (District Attorney's Office Electronic File Management Software).
- Law Enforcement Electronic Records Management Software such as Eagle or R.M.S.

SKILLED IN:

- Use of all modern office equipment and software (Scanners, Printers, Personal Computers)
- Proficient use of firearms.
- Detailed research and report writing.
- Performing multiple, complex, tasks accurately.
- Reading, writing, and basic mathematics.

ABILITY TO:

- Communicate orally and in writing effectively and proficiently.
- Manage multiple tasks simultaneously.
- Organize and manage a large criminal case load.
- Perform duties consistently in a fast-paced environment.

COMPLEXITY

Detailed legal analysis is required in the evaluation of every criminal case prior to assignment to the Assistant District Attorney and the investigator must be able to interpret the Official Code of Georgia and evaluate the evidence in each case based on the elements of the criminal statute and the applicable state and federal appellate law relating to criminal procedure. Analysis would include determining the legality and sufficiency of evidence and which witnesses would be required to successfully prove the case. Because of the nature of a criminal case, the Investigator must make time-sensitive decisions and prioritize duties with extreme efficiency.

CONTACTS

- Contacts are typically other District Attorney employees, including assistant district attorneys, victim witness advocates, legal administrative assistants, and undergraduate or graduate interns.
- Frequent contact with Private attorneys, other legal professionals, court personnel, law enforcement officers, and the general public.

- Frequent contact with lay witnesses, expert witnesses, reluctant witnesses, and criminal defendants.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide investigative and administrative support to the trial teams of the District Attorney's Office in Superior Court, Magistrate Court, Juvenile Court, and Probate Court.

Physical Ability: This work is typically performed while sitting, standing, walking, bending, reaching, surveilling, or stooping and can be physically demanding. The employee is frequently required to lift light weight, up to 10 pounds, and when in the field much heavier weights if necessary. Because the Investigator is a sworn peace officer and often required to find people or pursue evidentiary leads, the perils and risks of police work are intrinsic to the position.

Environmental Factors: This work is performed in an office and outside in various locales and often at times outside of the normal business hours of the District Attorney's Office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Occasional supervision of undergraduate students performing internships or externships for academic credit with the District Attorney's Office.

MINIMUM QUALIFICATIONS

- Must be 21 years of age, or older.
- Must possess a Bachelor's degree from an accredited college or university. Substantial experience, training, education, and knowledge in law enforcement, or any combination thereof, may be a substitute for and satisfy the degree requirement.
- Must be a P.O.S.T. certified peace officer in good standing (and maintain that certification).
- Two to four years of experience as a police officer or investigator with similar essential duties as the position.
- Must possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Must pass a criminal background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____