



## Job Vacancy

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Class Title:	Police Detective
Salary:	\$22.99 - \$34.48 (hourly)

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB SUMMARY**

Primary work assignment is to investigate crimes related law enforcement problems; conducts criminal investigations to include and not limited to crimes involving: financial, sexual assaults, homicide, abduction, missing persons, juvenile, child abuse/neglect, abuse of elderly, drugs, auto theft, property, robbery, assault and battery, gang-related, or other crimes; conducts surveillance and undercover operations; coordinates investigation activities with other law enforcement agencies; manages assigned caseload of investigations.

### **ESSENTIAL FUNCTIONS**

Secures crime scenes; examines crime scenes for clues, evidence, and latent fingerprints; makes photographs and diagrams of crime scenes and evidence; collects, evaluates, tests, records, and preserves evidence; maintains control and chain-of-custody over physical evidence gathered; ensures proper handling, packing, and transport of evidence to crime laboratories.

Identifies potential witnesses and suspects; interviews victims, complainants, witnesses, and suspects; advises victims or other parties of their rights; takes statements and verifies truth/accuracy of statements.

Obtains search warrants; conducts searches of premises, property, or persons; seizes property as appropriate.

Documents all investigative information; prepares detailed case reports and records; reviews/evaluates crime reports; compiles, maintains, and reviews various statistical data; performs research; reviews laws for application.

Determines whether sufficient evidence exists to substantiate an arrest; prepares/presents photo lineups; obtains arrest warrants and makes arrests; advises suspects of their rights.

Participates in court activities; prepares cases for prosecution; meets with state/county attorneys to discuss prosecution of cases; testifies in judicial proceedings.

Inspects and maintains and operates assigned police vehicle, uniform, weapons, and equipment.

Operates or uses various equipment and supplies in order to complete work assignments, operates and maintains motor vehicle, firearm and other law enforcement equipment; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet,

## Police Detective

database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Performs other duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of local government operations, policies and plans, and modern office practices and procedures.

Knowledge of Microsoft Word, Excel, PowerPoint, and other similar programs.

Knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, civil process, serving papers, pursuit, and arrest.

Knowledge of law enforcement principles, practices, methods and equipment.

Knowledge of scientific crime detection and criminal identification.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Skill in collaborative conflict resolution.

Ability to learn detailed legalistic steps involved in various civil processes including writs of execution and evictions.

Ability to act with sound judgment in routine and emergency situations.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

Ability to meet and deal with employees and the public in an effective and courteous manner.

Ability to get along with others, and work effectively with the public and co-workers.

Ability to multi-task and work within deadlines.

Ability to deal with confidential and sensitive matters.

Ability to use computers for data entry, word processing, and accounting purposes.

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Ability to operate a motor vehicle.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED is required; supplemented by three years of experience in a full-service law enforcement agency; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess Georgia Peace Officer Standards Council (GA POST) Basic Law Enforcement certification.

Must possess and maintain a valid Georgia driver's license.

May be required to obtain and maintain additional certifications based on area of assignment.

## **PHYSICAL DEMANDS**

The work is typically performed in an office and enclosed areas in a fast-paced environment with frequent stressful situations. May require long periods of sitting, standing, and moving up to 20 pounds. Ability to travel to and from various county locations for court appearances, investigations, meetings, and training, utilizing personal or county-owned vehicles.

## **WORK ENVIRONMENT**

The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

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*The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

## **How to apply:**

**Applicants MUST submit BOTH the Employment Application AND Background Consent Form.**

***\*Applications received which do not have BOTH the Employment Application AND Background Consent form attached will NOT be considered\****