



Job Vacancy

Class Title:	Police Officer – Background Investigator
Salary:	\$25.28 - \$34.49 (hourly)

*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

Assists with entering and retrieving information into the GCIC and NCIC databases.

ESSENTIAL FUNCTIONS

Reviews completed background interview documentation for inconsistencies, errors, omissions, and falsifications, and verifies compliance with minimum hiring standards prior to initiating candidate interviews and background investigation activities.

Conducts background investigations by contacting current and former employers, coworkers, neighbors, law enforcement agencies, family members, and personal references to verify candidate history and character.

Compiles comprehensive background investigation reports for each candidate to enable the appointing authority to render sound and defensible hiring decisions.

Prepares case file documentation for inclusion in the results-of-investigation package, ensuring all investigative materials are organized in accordance with established departmental procedures.

Prepares written summaries of adverse information based on objective analysis of the candidate's background and input from personnel involved in other phases of the selection process.

Conducts field investigations and verifies candidate records at courthouses, law enforcement agencies, and financial institutions.

Conducts in-person interviews with references, neighbors, and former employers to corroborate candidate information.

Prepares detailed, accurate, and legally defensible reports documenting findings related to candidate suitability.

Recruits and identifies qualified candidates through job boards, professional networking, and social media platforms.

Screens applications and resumes, conducts telephone screenings, and coordinates interviews between candidates and hiring personnel.

Police Officer – Background Investigator

Guides selected candidates through the onboarding and hiring process, ensuring compliance with departmental and state requirements.

Inspects, maintains, and operates assigned Department vehicle, uniform, weapon, and equipment in accordance with departmental standards.

Operates and maintains equipment necessary to perform assigned duties, including motor vehicles, firearms, and other law enforcement equipment; utilizes a personal computer and standard office software, including word processing, spreadsheet, database, e-mail, and internet applications, to enter, retrieve, and manage investigative data; and operates general office equipment as required to perform essential functions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or GED required, supplemented by a minimum of three (3) years of experience with a full-service law enforcement agency; or an equivalent combination of education, training, and experience sufficient to demonstrate the knowledge, skills, and abilities required for this position.

LICENSES AND CERTIFICATIONS

Certification as a Basic Law Enforcement Officer through the Georgia Peace Officer Standards and Training Council (GA POST) is required.

Must possess and maintain a valid State of Georgia valid driver's license (Class C)

Additional certifications may be required based on area of assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of law enforcement principles, practices, methods, and equipment.

Considerable ability to communicate effectively, both orally and in writing, with candidates, departmental personnel, and outside agencies.

Ability to prepare clear, concise, and legally sound background investigation reports.

Ability to establish and maintain effective working relationships with employees, candidates, and fellow investigators.

Ability to manage multiple investigations concurrently and meet established deadlines.

Ability to exercise sound judgment and discretion when handling confidential and sensitive information.

Skill in the safe and proficient use of firearms and other law enforcement equipment and in the application of defensive tactics.

Ability to utilize computer systems for data entry, records management, and investigative tracking.

Police Officer – Background Investigator

Working knowledge of Microsoft Word, Excel, PowerPoint, and other standard office software applications.

PHYSICAL DEMANDS

Work is generally performed in an office and other enclosed environments within a fast-paced setting, and may require extended periods of sitting, standing, and lifting or moving objects weighing up to 20 pounds. The incumbent must be able to travel to various locations throughout the county to conduct file reviews, investigations, meetings, and training, using a personal or Department-issued vehicle.

WORK ENVIRONMENT

Work is performed in a variety of environments, including office settings, police vehicles, and outdoor field locations. Subject to exposure to inclement weather conditions, infectious diseases, hazardous chemical agents, and life-threatening situations inherent to law enforcement operations. Assignment may require the use of personal protective equipment, including but not limited to respiratory masks, ballistic protection, and other safety gear as operationally dictated.

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.