

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: INVESTIGATOR/SHERIFF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to conduct investigations relating to complaints by citizens, inmates, or Sheriff's Office personnel or any other special details or investigations required by the Sheriff or Commander, and to handle all felony warrants, felony probation warrants, the location and arrest of fugitives, and extradition procedures. This position is an appointment at the discretion of the Sheriff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Serves criminal arrest warrants; searches homes; chases wanted persons; tracks wanted persons; performs daily, high risk warrant service; makes forced entry when serving warrants, if necessary.

Prepares a variety of paperwork and documents associated with apprehending, caring for, and processing suspects through the criminal justice system; prepares warrant folders and subpoena records; checks property and tag files; prepares incident reports; writes search warrants; prepares cases for court.

Conducts undercover investigations and surveillance; collects and documents evidence; conducts interviews with fugitives, witnesses, and informants; interrogates suspects; obtains written and verbal statements.

Enters and retrieves data in computer system; runs criminal and driver histories.

Picks up inmates from other jails; transports mental patients; transports inmates throughout the state; takes inmates to state facilities; transports inmates to funerals; guards inmates at hospital; sets up extradition trips.

Makes traffic stops and issues tickets and warnings; holds road checks; impounds vehicles; recovers stolen vehicles; chases suspects in vehicle pursuits; assists lost and stranded motorists; helps at auto accidents; assists narcotics on search warrants and vehicle pullovers.

Appears in court; carries out court orders; serves temporary protective orders.

Obtains and confirms fugitive warrants; writes warrant applications and fugitive waivers; advises fugitive of extradition rights; notifies District Attorney's Office on fugitive matters.

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Obtains information from a variety of sources, including Georgia Department of Labor, Social Security Administration, school boards, telephone and utility companies, apartment managers, probation and parole offices, property owners, and jails and prisons.

Interacts with and assists local, state and federal agencies.

Attends meetings and training.

Maintains on-call working status; responds to pager messages, electronic mail, and voice mail.

Attends required and optional training conferences to maintain certification as a Law Enforcement Officer and Crime Scene Investigator and to enhance performance; attends civic functions when directed.

ADDITIONAL FUNCTIONS

Inventories equipment locker; ensures cleanliness and operation of equipment and vehicles.

Files warrants; makes copies; pulls warrant pictures; prepares daily log sheets.

Assists other agencies as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in Basic Law Enforcement; supplemented by two (2) years previous experience and/or training involving law enforcement work within the Sheriff's Office; should hold current rank of Deputy Sheriff Senior with at least one (1) year in grade with satisfactory completion of probationary period; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid Peace Officer and firearms certifications. Must be Georgia P.O.S.T. certified.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

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Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.