



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Investigator FY 15-36

DEPARTMENT: District Attorney

ENTRY SALARY: \$17.35 – per hour, plus benefits **PAY GRADE:** 17

REQUIREMENTS: Perform professional investigative work to assist in investigating cases for the District Attorney's Office. Gathers and compiles necessary information including incident reports, certified prior convictions, criminal histories, crime lab information, defendant, victim and witness statements, victim impact statements, and medical records. Communicates with various groups and agencies including law enforcement, victims, witnesses, judges, court personnel and the general public. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: High School diploma or GED with vocational or technical school training in Criminal Justice or related field and P.O.S.T. certification as a law enforcement officer. A minimum of two years of experience in law enforcement work with knowledge of legal procedures, investigative tactics, and ability to perform analytical thinking; or any equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license and related certifications as directed by the District Attorney's Office.

DEADLINE FOR APPLICATIONS: 5:00 PM – November 13, 2014

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 10/31/2014