



OFFICE OF THE DISTRICT ATTORNEY
FOR THE EASTERN JUDICIAL CIRCUIT OF GEORGIA
DISTRICT ATTORNEY SHALENA COOK JONES

JOB POSTING

Position: CRIMINAL INVESTIGATOR
Department: Chatham County District Attorney's Office
Salary Range: Based on experience and County's law enforcement pay scale
Date Range: Continuous Openings

The District Attorney's Office of the Eastern Judicial Circuit has an opening for a Criminal Investigator. Candidates who meet the minimum qualifications are encouraged to apply.

Job Summary: Under direct supervision, Candidate will assist Assistant District Attorneys by drafting investigative reports, reviewing case files, and reviewing both active and potential criminal cases for prosecution. Candidate will locate and conduct interviews with victims, witnesses, and suspects. He or she will also serve subpoenas and transport witnesses. Pre-existing knowledge of the criminal court system is preferable as Candidate may be called upon to testify in criminal hearings and legal proceedings. Candidate will be required to operate office equipment, use computer software, tools, and supplies to complete work assignments and operate and maintain an issued duty weapon. Other duties may be assigned as needed.

Minimum Qualifications: Bachelor's Degree in Criminal Justice, Criminal Investigations, Law Enforcement, or a related field, and at least two (2) years of law enforcement or investigative experience; or an equivalent combination of education, training, and experience. Must be a Police Officer currently certified by the Peace Officers Standards and Training Council for the State of Georgia (POST). Must possess and maintain a valid Georgia driver's license.

Notice: All employees serve at the discretion of the sitting District Attorney. The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.

All applications should be directed to the attention of:
Ms. Emma Washington @ ewashington@chathamcounty.org.
Please put JOB POSTING in the Re: line.