

The Lookout Mountain Judicial Circuit District Attorney's Office has an opening for District Attorney Investigator. This position is subject to employment verification using the Department of Homeland Security's E-Verify System. Job duties for this position include but are not limited to the following. Other duties may be required and assigned.

- Provides criminal investigative support of case files; prepares reports and case summaries; prepares affidavits for subpoena; obtains certified copies of criminal convictions on defendants.
- Reviews law enforcement officers' investigative reports; reviews victim and witness statements.
- Interviews victims, witnesses, and law enforcement officers; contacts businesses to obtain evidence. Advises prosecutors on appropriate and available investigative techniques and procedures.
- Conducts computer searches for suspects, defendants, and witnesses using automated criminal history databases, and other technology.
- Transports evidence for court proceedings; transports witnesses to and from court proceedings; transports victims to hospital for evidence gathering.
- Testifies in court proceedings; provides counsel to victims and witnesses regarding courtroom procedures and demeanor during their testimony.
- Consults and meets with state crime lab personnel to evaluate test findings and results.
- Assists with phone calls and walk-ins.
- Conducts thorough and impartial investigations to gather evidence used in the apprehension, indictment, prosecution and conviction of law violators.
- Reviews jail phone calls and body cam footage.
- Works with other law enforcement agencies during investigations; locating & subpoenaing victims/witnesses, completing cases as appropriate.
- Performs other related duties as required.

Minimum Qualifications: must be a citizen of the United States, have a high school diploma or its recognized equivalent and not have been convicted by any state or by federal government of any crime. Must be a current P.O.S.T certified Georgia Peace Officer or within (12) months of initial employment or appointment as a peace officer, satisfactorily complete the basic course as established in accordance with the rules of the GA P.O.S.T Council (an extension not to exceed three (3) months may be granted by the GA P.O.S.T Council for good cause). Applicants must also demonstrate efficiency with a firearm and possess a valid Georgia Driver's license.

All candidates are subject to a background check. Applicants selected for hire will be subject to fingerprinting, a criminal history background check, a motor vehicle driver's history check and pre-employment drug screening; employment is contingent upon the completion and satisfactory results of each investigation. The Lookout Mountain Judicial Circuit is an equal employment opportunity employer and in compliance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities.

Resumes may be submitted by mail or email to Elena Floyd, Office Manager, P. O. Box 1025, LaFayette, GA 30728 or email: efloyd@pacga.org.

Position Status: Full-Time

Position Type: County Paid

Salary Range: According to state pay scale

Application Open Date: 12/6/2024

Application Close Date: 12/20/2024