



# JOB OPENING

## Troup County Government

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| <b>Position:</b><br>Investigator - Narcotics | <b>Department:</b><br>Sheriff's | <b>Salary:</b><br>\$25.33/Hr |
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Under general law enforcement work this position is responsible for the investigation of assigned criminal cases to determine the nature of criminal activity, to prevent or solve crimes and to identify and apprehend offenders.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must be at least 21 years of age
- ⇒ Certified Georgia Law Enforcement Officer for at least 2 years
- ⇒ Knowledge of federal and state laws, constitutional laws, search and seizure procedures
- ⇒ Knowledge of law enforcement techniques, investigative techniques and methods and criminal justice practices
- ⇒ Knowledge of criminal investigation principles and practices
- ⇒ Knowledge of crime scene processing and evidence collection methods
- ⇒ Knowledge of evidence collection, retention and disposal requirements
- ⇒ Skill in the use of computers and job-related software programs
- ⇒ Skill in planning, organizing, analyzing, decision making and problem solving
- ⇒ Skill in driving, the use of firearms, radios, latent lift kits and other related investigative equipment
- ⇒ Skill in public relations
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Responds to crime scenes; receives reports from deputies; examines crime scenes to obtain clues and gather evidence; identifies, collects, marks and preserves physical evidence; takes videos and photographs; identifies and collects fingerprints
- ⇒ Interviews or interrogates complainants, witnesses, victims, suspects and informants; obtains and receives signed statements
- ⇒ Writes and files reports on completed cases; details witnesses and testimony, occurrence of events and criminal history of suspects; describes actions taken and results obtained; develops informant sources
- ⇒ Investigates known or suspected criminals or facts of particular cases to detect or deter criminal activity
- ⇒ Obtains and serves criminal search and arrest warrants; obtains and serves subpoenas and motions
- ⇒ Apprehends and arrests suspects
- ⇒ Prepares, submits and presents cases for prosecution; assists in developing court presentations; presents evidence and testimony in court
- ⇒ Conducts background investigations; assists with narcotics investigations
- ⇒ Secures and protects crime scenes by establishing boundaries, detaining victims, suspects and witnesses; locates and identifies evidence and briefs supervisor on their arrival
- ⇒ Enforces motor vehicle laws; performs patrol activities to detect and deter crime
- ⇒ Assists jail staff with searches
- ⇒ Assists in the development and implementation of training for department personnel as assigned
- ⇒ Serves on special teams or task forces as assigned
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until 03/04/2025 on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov)**

Job #: 02242025 Investigator - Narcotics

Grade 16

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**