



Investigative Services Coordinator Solicitor General

SG/3-341

JOB SUMMARY

This position prepares criminal cases for prosecution.

MAJOR DUTIES

1. Reviews initial police reports and cases presented for prosecution; investigates witnesses and locates evidence.
2. Assists prosecuting attorneys in the courtroom.
3. Obtains and reviews videos and other evidence from law enforcement agencies and victims; reports findings to prosecuting attorney.
4. Locates uncooperative witnesses and victims of cases and serves subpoenas for court proceedings; runs criminal histories on defendants and other persons of interest; obtains and prepares evidence for court proceedings.
5. Investigates cases and charges absent of law enforcement involvement.
6. Serves as liaison with other law enforcement agencies and community organizations.
7. Testifies in court cases that involve knowledge of criminal and driving histories.
8. Reviews and sets-up cases that involve driving with suspended license charges.
9. Maintains correct contact information for all law enforcement officers within county jurisdiction.
10. Files reports, answers telephones, sends faxes, and prepares correspondence.
11. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of state law and of general police procedures.
2. Knowledge of court procedures and rules of evidence.
3. Knowledge of the tools and techniques employed in the investigation of crimes.
4. Knowledge of computers and job related software programs.
5. Skill in researching, interpreting, and compiling complex data and other information into a useful product.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Solicitor General assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include local, state, and federal laws. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related investigative duties. Dealing with uncooperative individuals contributes to the complexity of the position.
- The purpose of this position is to prepare criminal cases for court. Success in this position contributes to the disposition of criminal cases in a fair and timely manner.

CONTACTS

- Contacts are typically with co-workers, law enforcement agencies, judges, lawyers, victims, witnesses, defendants, and members of the general public.

- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office and courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Georgia POST Certified Peace Officer Certification. Complete and maintain CJIS Network Operator Training.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.