



## JOB DESCRIPTION

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### General Description:

The purpose of this class within the organization is to perform duties related to investigating crimes, reconstructing crime scenes, preparing reports, and serving subpoenas. Responsibilities include assisting attorneys in collecting and analyzing criminal case information in preparation for court.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Conducts crime scene investigations.
- Locates and interviews victims and witnesses.
- Develops, secures, and packages physical evidence for evaluation and comparison.
- Requests and researches court records and agency reports.
- Serves subpoenas to victims and witnesses.
- Assists attorneys at crime scenes by taking photographs and making scaled drawings of incident locations.
- Presents findings regarding crime scene processing methods used to the Chief Investigator.
- Prepares correspondence, detailed reports, and supporting case documentation and maintains files, records, and resource materials related to investigated cases.
- Provides testimony in court regarding criminal cases.
- Collaborates with various law enforcement agencies to obtain pertinent case information.
- Coordinates the transportation of witnesses.
- Reconstructs crime scenes.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires a High School Diploma or GED; Requires two years of experience in law enforcement or investigations; or closely related field; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office machines or tools within moderate tolerances or limits of accuracy.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**



# City of Americus, GA

Title: Police Investigator  
Class Code: 2106



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### Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to violence.

### Special Certifications and Licenses:

Requires POST certification.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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