

**Circuit: Stone Mountain Judicial Circuit (DeKalb County)**

**Job Title: Investigative Aide (Evidence Unit)**

**Job Description:**

The District Attorney's Office has an opening for an **Investigative Aide** in the Evidence Unit. This position will work to safeguard and maintain the integrity of all property and evidence in the District Attorney's Office. This position will report to the Supervising Investigator of the Evidence Unit.

The following duties are normal for this position; other similar duties may be required and assigned, as needed:

Ensures all property and evidence is received, processed, stored, and properly released and/or disposed of according to procedures regarding safely handling and storing firearms, narcotics, bodily fluids, and other evidential property.

Performs routine inventories and audits of property and evidence stored.

Maintains property and evidence logs, forms, databases, and a technology system.

Processes evidence requests from officers, investigators, attorneys, and/or other interested parties, ensuring compliance with applicable laws and guidelines. Performs customer service functions with members of the public and/or other law enforcement agencies.

Picks up or transports evidence and property when needed. This may require picking up reports and/or evidence from local law enforcement agencies, offices, and commercial establishments.

Appears in court to testify on the handling and chain of custody of evidence processed.

Assists with the assignment, inventory, and audit of LE equipment to the investigative staff. This includes the DA fleet and maintenance.

Manages and assists with deliveries and items being moved within the District Attorney's Office space.

Maintains inventories of supplies, forms, and law enforcement equipment; ensures availability of adequate supplies to complete work activities; prepares and forwards purchase requisitions for needed materials, equipment, and supplies; and receives/distributes incoming supply shipments.

Prepares or completes various forms, reports, correspondence, criminal reports, case files, activity reports, subpoenas, purchase requisitions, or other documents, as needed.

**Minimum Qualifications/Requirements:** High school diploma or GED required; two years of experience in administrative and/or investigative support; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess sufficient strength and stamina to lift and carry objects weighing up to 50 pounds and have the ability to climb ladders. Must be willing to work in confined areas and from heights and with exposure to

unpleasant and potentially hazardous conditions. Evidence control experience including record keeping is a plus.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license; must possess and maintain certification as a Georgia Crime Information Center Basic Operator. POST Certification is not a requirement for this position.

**Position Status:** Full-Time

**Position Type:** County Paid/Time Limited

**Salary Range:** Salary and benefits will be commensurate with experience.

Employment is contingent upon the completion and satisfactory results of a criminal background check and physical/drug screen.

**Interested candidates should email a cover letter, resume and references by May 31, 2023, to the attention of Deputy Chief Investigator Lynell Freligh at [lafreligh@dekalbcountyga.gov](mailto:lafreligh@dekalbcountyga.gov).**

The Stone 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.