

Circuit: Stone Mountain Judicial Circuit (DeKalb County)

Job Title: SB440 Investigator, Juvenile Division

Job Description: The District Attorney's Office has an opening for an **SB440 Investigator** in the SB440 Unit assigned to the Juvenile Division. The following duties are normal for this position, other duties may be required and assigned:

Investigates crimes involving juveniles charged with GA - SB440 offenses (crimes where a juvenile between the ages of 13-16 may be charged as an adult); communicating and coordinating with multiple law enforcement agencies, obtaining police reports, crime scene reports, crime lab reports, complaints, petitions, citations, photos, audio recordings, video recordings, written statements, phone records, medical records, reviewing those items for probable cause and case strength and for evidence of crimes committed; identifying witnesses needed for court, and potential problems in proving the case; compiling an investigative report that summarizes all parties' roles in the case and the events that took place; visits the crime scene if necessary and completes follow-up investigations; ensures that required analysis of evidence has been completed; reviews current law for changes that may have a bearing on case presentation; obtains criminal histories on individuals related to the investigation, as needed; prepares and executes search warrants for digital media and property; coordinates transportation for victims and witnesses to court.

Coordinates with Assistant District Attorneys to review case files and determine what other investigation is needed; assists ADAs with witness and victim interviews; helps formulate case and courtroom strategies; obtains property or evidence from the police department or crime lab that will be needed for court; interviews police officers or detectives regarding their role in the investigation; and delivers subpoenas.

Attends court proceedings in both Juvenile and Superior Court as needed and participates in the prosecution of the SB440 cases; ensures that all evidence needed for court is properly prepared and made available; assists ADAs in presentation of the case in court; testifies on investigative actions and findings; prepares exhibits for court; and assists in presentation of exhibits in court.

Communicates with a supervisor, investigators, law enforcement personnel, judges, attorneys, victims, witnesses, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Minimum Qualifications/Requirements: Associate's Degree in Criminal Justice or a related field required; three years of experience in criminal justice or criminal investigation; or any equivalent combination of education, training, and experience which provides the requisite knowledge,

skills, and abilities for this job.

Knowledge/ Skills/Abilities: The ideal candidate must possess and maintain a valid Georgia driver's license; must possess and maintain Georgia Peace Officer Standards and Training Council (POST) certification; experience with Juvenile Court and SB440 crimes is preferred. Must be able to multitask and work under occasionally stressful time constraints.

Position Status: Full-Time

Position Type: County Paid

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 a copy of POST records by May 31, 2023, to Deputy Chief Tracey Enderson at tlenders@dekalbcountyga.gov.