

Circuit: Stone Mountain Judicial Circuit (DeKalb County)

Job Title: Supervising Investigator – Evidence Unit

Job Description:

The District Attorney's Office has an opening for a **Supervising Investigator** in the Evidence Unit. This position supervises all aspects of the office's evidence and property functions, maintains inventory of equipment for the investigative staff and assists with training and security issues within the office. This position will report to the Deputy Chief Investigators and Chief Investigator.

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

Supervises assigned personnel to include providing staff training; assigning major projects and reviewing work to ensure quality and timely completion; meeting with employees and management staff to identify and resolve problems; ensuring productivity and quality standards are maintained; and security and storage conditions are appropriate.

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; ensuring safe work methods to include climbing ladders, lifting, and carrying heavy objects.

Performs routine inventories and audits of property and evidence stored.

Assists with the development of policies and procedures for the storage, security, processing and transfer of property and evidence.

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

Processes evidence requests from Officers, Investigators, Attorneys, and/or other interested parties, ensuring compliance with applicable laws and guidelines.

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

Participates in the development and implementation of unit goals, objectives, policies, and priorities.

Prepares recommendations and assists with budgetary planning; develops and makes recommendations to modernize and improve operations and procedures to keep pace with anticipated needs.

Attends and participates in training seminars and programs; continually keeping abreast of changes in procedures, regulations, and laws.

Assists with the assignment, inventory, and audit of LE equipment to the investigative staff. This includes the DA fleet and maintenance. Recommends when new equipment is needed to keep pace with anticipated needs.

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

Serves as a member of the internal training team for investigations. Assists in planning training for the investigative staff.

As needed, assists, and devises internal security plans for the District Attorney's Office and its office members.

Minimum Qualifications/Requirements: associate 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. Must be able to multitask and work under occasionally stressful time constraints. 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 preferred. Supervisory experience is a plus.

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 a copy of POST records by May 31, 2023, to Deputy Chief Investigator Lynell Freligh at lafreligh@dekalbcountyga.gov.