

TITLE: Deputy Marshal - Investigator

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DEPARTMENT: Marshal's Office, Fayette County

JOB SUMMARY: This position is responsible for criminal and administrative investigations.

MAJOR DUTIES:

- o Investigates violations of federal or state laws, zoning ordinances, count codes, and returned check laws; performs pre-employment background investigations; investigates Workers' Compensation claims; investigates county employee misconduct; coordinates activities with other law enforcement departments and agencies.
- o Prepares reports for record keeping or legal prosecution; prepares memoranda, letters, and other forms for distribution to law enforcement agencies, other departments, and the general public.
- o Responds to calls for service, including hunting or fishing complaints and zoning or ordinance complaints.
- o Performs alcohol testing on prospective and current county employees.
- o Conducts safety and security checks on county properties; checks for proper fishing and hunting licenses and proper boat registration; notes damages to property or potential safety hazards; monitor areas for violations of laws or ordinances and takes appropriate action.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of departmental and county policies and procedures.
- o Knowledge of state and local laws.
- o Knowledge of crime scene procedures, interview and interrogation techniques, and evidence collection and documentation standards.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of DOT rules regarding alcohol testing.
- o Skill in the operation of assigned vehicle and equipment.
- o Skill in planning, directing, and supervising the work of subordinate personnel.

SUPERVISORY CONTROLS: The Chief Marshal 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 departmental and county policies and procedures and state and local laws and ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in the completion of criminal and administrative investigations. The unpredictable nature of the work contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform criminal and administrative investigations. Success in this position contributes to the enforcement of codes, ordinances, and laws/

PERSONAL CONTACTS: Contacts are typically with co-workers, other law enforcement personnel, court personnel, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

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.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the

Deputy Marshal - Investigator, Marshal's Office

Page 3

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

- o 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.
- o 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.
- o 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.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.