

**GEORGIA PEACE OFFICER STANDARDS AND TRAINING COUNCIL**

**PO Box 349**

**Clarkdale, Georgia 30111-0349**

**Ken Vance**  
**Executive Director**



**Telephone: (770) 732-5974**  
**Fax: (770) 732-5952**

**NOTICE OF EMPLOYMENT OPPORTUNITY**

The Georgia Peace Officer Standards and Training Council will be accepting applications from May 10, 2017 until the close of business ( 4:30 P.M.) on June 15, 2017 to fill the following position:

**POSITION:** - Investigator

**PROJECTED START DATE:** - August 1, 2017

**POSITION TYPE:** - Unclassified (Non-Merit)

**SALARY:** - \$48,500 upon start.  
\$56,316 upon successful completion of ninety (90) day probationary period.

**LOCATION:** - 5000 Austell-Powder Springs Rd., Suite 261, Austell, Georgia (Cobb County)

**MAILING ADDRESS:** - P.O. Box 349, Clarkdale, GA 30111

**See map and directions at [www.gapost.org](http://www.gapost.org)**

**DUTIES / RESPONSIBILITIES:**

Under limited supervision, develops, implements, and performs investigative activities to ensure state and local law enforcement officers are in compliance with the provisions of the POST Act (O.C.G.A. 35) and Rules and Regulations of the Georgia Peace Officer Standards and Training Council.

Under direct supervision, receives specific assignments and/or tasking in the support of the Office of the Executive Director. Successfully completes assignments in a timely manner in compliance with normal or specialized procedures.

Conducts investigations for the Georgia POST Council in conformance with O.C.G.A. 35-8-7.1, and presents those cases to the POST Council for resolution.

Conduct criminal investigations and affect arrests on those individuals whose actions violated O.C.G.A. Title 16 as it relates to the POST Act and the proceedings of Council. Present these cases during criminal proceedings including, but not limited to grand jury and trial.

Provides direct support to the office of the Executive Director, and other POST Divisions with reference to special assignments and projects.

Makes oral and written presentations before Georgia POST Council, as required.

Acts as a liaison between the POST Council and agency managers of the law enforcement community, within an assigned district.

Serves as the first point-of-contact for individuals connected to assigned cases.

Manages assigned equipment and consumption of allocated materials and supplies.

Performs administrative duties to the overall operational efficiency of the POST Council organization.

Provides staff support within the agency and at scheduled Council functions.

Ensure agency policies and procedures are followed and due process is accorded all parties during the course of investigations.

Maintain a consistent, high quality, customer-focused orientation when conducting and providing services or products to clients, the general public, and other external customers. Interacts with all levels of state government in a way that promotes respect, encourages cooperation, and contributes to excellent performance.

Perform all other duties, as assigned.

**MINIMUM REQUIREMENTS:**

Ten years of work experience as a **full-time law enforcement officer.**

**AND**

two years of experience involving background, internal, or criminal investigations.

The applicant must possess a working knowledge of Windows, PowerPoint, Excel and Microsoft Office software applications. In addition, the applicant must be able to successfully complete a thorough background investigation, and demonstrate the ability to coordinate and work with others. Applicant must have

working knowledge of the Georgia Open Records Act, POST Act, and POST Rules. At least three (3) professional references are required.

**OTHER REQUIREMENTS:**

**Required Licenses and Certification:** Applicant must hold a Georgia Basic Peace Officer Certification, in good standing, with no record of POST investigations or sanctions. Applicant must hold a valid Georgia Driver's License.

**Travel:** Applicant must be able and willing to travel to any location within and out of the State. Overnight travel may be required. A State-owned vehicle will be provided for official travel needs.

**PREFERRED REQUIREMENTS:**

In addition to the minimum requirements listed, preference will be given to those applicants who have 5 or more years conducting internal and/or background investigations; P.O.S.T. Instructor Certification; POST Intermediate, or higher, Certification(s); and/or a Bachelors' Degree or higher in the field of Criminal Justice or Public Administration.

**Employment Opportunity: May 10, 2017 through June 15, 2017.**

**Please note that the applications must be received at POST Headquarters no later than 4:30 pm, June 15, 2017. Late submissions, regardless of the postmarked date, will not be accepted.**

**PROJECTED START DATE:** - August 1, 2017

**Applicants selected for interview will be appear before an oral interview board. Those not meeting the minimum and other requirements will not be considered.**

Interested Applicants may submit resumes with cover letter to the attention of:

Director Phillip Stacy  
Employment Opportunity  
Georgia P.O.S.T. Council  
P.O. Box 349  
Clarkdale, Georgia 30111

**Due to the anticipated volume of interested applicants, we will be unable to accept telephone inquiries concerning this employment opportunity.**