

- Ability to analyze complex problems and develop comprehensive solutions from general instructions.
- Ability to gather and compile data for reports.
- Ability to prepare clear and concise directives, memoranda and other means of correspondence.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, department directors, other agencies, and the general public.
- Ability to meet the general public and discuss problems and complaints.
- Ability to learn and apply complex legal, personnel, financial, and government accounting principles and techniques.
- Ability to make independent judgments in absence of supervision.

MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Investigator shall possess at least 5 years of continuous sworn law enforcement experience and have at least 80 hours of basic investigations training. The position also requires certification as a Law Enforcement officer from the Georgia Police Officer and Standards Council. Other requirements may include Post Certified Instructor certification for firearms instruction.

SUPERVISORY CONTROLS and/or RESPONSIBILITIES

The Chief of Police or Lieutenant of Investigations may assign work in terms of standardized instructions requiring the use of some judgment. Completed work is reviewed for compliance with department and city policies. The Investigator may have supervisory responsibilities when needed.

TRAVEL

The Investigator may be required to periodically travel to meetings held throughout the state of Georgia. The Investigator must possess a valid driver's license and must have access to reliable transportation. The Investigator is sometimes required to attend meetings that occur during the evenings (after working hours) and/or during the early morning (prior to working hours). Occasional overnight trips may be required.

GUIDELINES

The Investigator utilizes regulations and data set forth in accordance with City of Centerville Ordinances, City of Centerville Personnel Policies and Procedures, the Georgia Open Records Act, the Georgia Records Retention Schedule, the Fair Labor Standards Act, and other requirements set forth by state and federal government entities.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read, interpret, and communicate the intricacies of complex documents such as local ordinances, state law, federal law, financial documents, and others. The incumbent should possess the ability to write clearly and concisely to convey information through routine reports and correspondence. The incumbent should also possess the ability to speak effectively before various groups in order to present data, purvey information, and facilitate discussion.

MATHEMATICAL SKILLS:

The incumbent must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The City Administrator must also be able to compute rate, ratio, percentage, and be able to draw and interpret various graphs. The incumbent must also be able to do complex calculations, make projections, utilize statistical analysis, and perform algebraic functions.

COMMUNICATION SKILLS:

The Investigator must be able to communicate effectively in both oral and written form, in a professional manner, in order to give or exchange information, resolve problems, provide service, direct the efforts of others, stimulate the quality of performance, and discipline subordinates. Contacts are generally made with city employees, other local governments, regional and state officials, the general public, media representatives, and private sector representatives.

REASONING ABILITY:

The Investigator must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, tabular, spreadsheet, financial report, or diagram form. The incumbent must also have the ability to address multiple problems involving several concrete or abstract variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use a computer, talk, and listen. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. The typical work environment is within an office or in the field with noise levels usually being low to moderate.

I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____