

**Berkeley County Government**  
**JOB OPENING – EXTERNAL POSTING**  
**INVESTIGATOR 1 (PS101364)**

**DEPARTMENT: SOLICITOR'S OFFICE**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Assist solicitors in prosecuting criminal cases of a basic to complex nature. Locates and interviews victims and witnesses. Compose complete and accurate reports for investigative purposes. Obtain police reports, background checks, mug shots, fingerprints and bookings from other agencies. Review criminal histories and background to determine security issues of witnesses and victims. Transport victims and witnesses. Store evidence in a manner that preserves the chain of custody. Review and study evidence with solicitor. Prepare exhibits and provide technical assistance in court. Serve subpoenas to witnesses. Perform other duties as assigned.

**QUALIFICATIONS:**

**Must be 21 years of age or older. Applicants must have a current S.C. Criminal Justice Academy Class 1 LE, Class 1 LECO or Class 3 SLE certification in order to be considered.**

High school graduate or equivalent and three (3) years related experience.

Completion of annual firearm qualification required for carry of department issued firearm.

Personal computer experience including Microsoft Word is required.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Ability to act quickly and efficiently in an emergency situation.

Departmental testing may be administered during interview.

Completed degree(s), beneficial to position, may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit, walk, and stand and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must be able to kneel and bend at the waist. The employee must be able to use hands and fingers to handle objects such as weapons, handcuffs, etc. The employee is required to walk, talk and hear. The employee must be able to lift and carry up to seventy-five (75) pounds and move one hundred fifty (150) pounds. The employee must have the ability to restrain prisoners. The employee may be required to run in order to apprehend a person. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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. Position is subject to the hazards of investigatory and general law enforcement work.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

**This position is classified as non-exempt and reports directly to the Chief Deputy Solicitor.** The normal work schedule is thirty-seven and one half (37.5) hours per week. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations or as necessary for trial preparation.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Investigator - Grade C26**

**Date of Posting: 08/22/2016**

**Entry Level Bi-Weekly Salary Range: \$1192.70 - \$1371.60**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

**APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.**