

NOTICE OF JOB OPENING FORM

Supervising elected official: Carol Crews

Fund Number: 1000

Department: 0416

Budget Line Item: 1116

Rate of pay: \$53,607.07/Annual

Working hours: 40

Job Title: Investigator

Job Description: Locating Witnesses

Essential job functions: Serve Subpoenas, Transports Victims/Witnesses when needed for court cases,
certified ACIC

Minimum requirements

Education: High School Graduate or Equivalent

Experience: Prior experience in investigations preferred; Certified Law Enforcement

Skills and knowledge: _____

Other requirements: Valid Drivers License, No felony or misdemeanor convictions

Position posting date: August 4, 2025 Position closing date: August 15, 2025

Signature of supervising elected official: _____

Date: 8/5/2025