



**CITY OF SNELLVILLE**

**ANNOUNCES A VACANCY FOR**

**Part Time INVESTIGATIVE ASSISTANT – POLICE DEPARTMENT**

Starting Salary: \$20.13 per hour

APPLICATIONS WILL BE RECEIVED UNTIL: March 25, 2025 and thereafter until position filled

**DUTIES:** The Investigative **Assistant** plays a crucial role in supporting criminal investigations by conducting follow-up activities, gathering evidence, and assisting in case development. This position involves interacting with victims, performing database searches, and compiling information to assist detectives in building and advancing cases. Position will be scheduled for approximately 20 hours per week. Works under the supervision of the Detective Sergeant.

**MINIMUM REQUIREMENTS:** High school diploma or GED required. Associate's degree in Criminal Justice, Criminology, or a related field preferred. Prior experience in a law enforcement or investigative support role is advantageous. Experience with database management and customer service is a plus.

**HIRING PROCESS:** Will consist of a panel interview; an evaluation of prior education and work experience; a criminal and credit history background check; and a successful completion of a post offer psychological exam and pre-employment drug screen. There will be a rigid personal and work background investigation.

APPLICATIONS CAN BE FILED ONLINE OR AT:

**City Hall  
Personnel Office  
2342 Oak Road  
Snellville, GA 30078**

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**DATE:** March 11, 2025