

Detective Sergeant

The Town of Amherst is accepting applications for:

Detective (Temporary PT and FT) – The Town is seeking an experienced detective, with particular focus on narcotics investigation. Must have experience in a full range of investigation types, and have current certifications for Virginia.

Benefits include VRS retirement and employer paid health insurance. Compensation will depend upon qualifications. Open until filled.

Applicants must be at least 21 years of age. Successful candidates will possess at least a high school diploma or equivalent. Eyesight must be at least 20/40, correctable to 20/20 in both eyes. Candidates must pass: Written testing, a polygraph, physical agility, psychological testing, medical and drug/alcohol screening, and extensive background investigation. Some, but not all testing requirements may be waived for certain current or past law enforcement training and experience. Salary commensurate with experience. Successful candidates must reside within 5 miles of the Town of Amherst within six months of the effective date of employment.

Employment Application and position descriptions may be obtained at www.amherstva.gov Completed applications may be returned by mail to P.O. Box 280 Amherst, VA 24521, or via email with valid signature on the form to: bobby.shiflett@amherstva.gov *No Phone Calls . The Town of Amherst is an Equal Opportunity Employer.*

All forms are to be delivered to the Town Hall fully completed and must include original signatures. Resumes and other documents will be accepted but will not be considered a complete application for the position.

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General Definition of Work

Performs difficult protective service work investigating crime scenes, gathering and securing evidence, interviewing victims, witnesses and suspects, maintaining records and files, preparing reports and related work as apparent or assigned. Work is performed under the general direction of the Police Lieutenant.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Conducts initial and follow-up investigations of criminal incidents; interviews victims, witnesses and suspects in connection with criminal incidents; secures crime scenes.

Communicates and exchanges information with and assists other law enforcement agencies and personnel.

Secures warrants and affidavits; serves warrants; makes arrests.

Meets with Commonwealth's Attorneys in preparation for court and victim assistance; testifies in court.

Prepares written criminal and administrative reports producing reports that accurately reflect and document interviews, actions and investigations; maintains files and records.

Schedules polygraphs; records results; presents findings.

Conducts investigations; processes crime scenes; photographs crime scene; conducts surveillance; secures and transports evidence to and from lab; instructs lab personnel as to appropriate tests; destroys evidence no longer needed.

Orders equipment and supplies.

Conducts additional administrative duties, patrol duties or special assignments, as assigned.

Engages in public relations, community service activities and events to build cooperative and collaborative relationships with the community.

Maintains liaisons and professional working relationships with local, State and Federal agencies.

Knowledge, Skills and Abilities

Thorough knowledge of law enforcement methods, practices and procedures; thorough knowledge of law enforcement investigative principles and techniques of identification; thorough knowledge of evidence and laws of search and seizure; thorough knowledge of department rules and regulations; thorough knowledge of the geography of the Town and location of important buildings; thorough knowledge of preparing various reports and related documents; general knowledge of the use of standard office equipment and associated software; thorough knowledge of the use of the equipment required for the position (e.g. police vehicle, DNA kit, Intoxilizer, Taser, OC spray, radio, etc.); general knowledge of the use of data systems (e.g. NCIC/VCIN, Virginia Law Enforcement Exchange System, etc.); ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously, firmly and tactfully with the public; ability to analyze situations and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute

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rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; skill in the use of firearms; ability to establish and maintain effective working relationships with associates, victims, witnesses, suspects, attorneys and the general public.

Education and Experience

High school diploma or GED and considerable experience in law enforcement, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment, frequently requires exposure to toxic or caustic chemicals, exposure to vibration and wearing a self-contained breathing apparatus and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and working with explosives; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of Virginia Department of Criminal Justice Services State Certified Law Enforcement Officer and Breath Alcohol certifications upon employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 4/3/2015

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