

## **Madison County Sheriff's Office - Marshall, NC 28753**

The Madison County Sheriff's Office is currently seeking applicants for the following position:  
Narcotics Detective – (Full Time)

Qualified applicants will possess, at a minimum, all of the following:

### **Qualifications:**

- 21 years of age
- Valid North Carolina Driver's License
- High School Graduate or equivalent
- No Felony Convictions or Serious Misdemeanor Charges/Convictions
- Successful completion of a Basic Law Enforcement Training course in NC
- Ability to pass a background investigation and interview process
- Be of Good Moral Character
- Pass Medical Exam and Drug Test
- 3 Years Minimum Full time Law Enforcement Experience
- Minimum 200 hours of investigative experience

### **Opportunities**

- Extra security duty
- Take home car
- Paid Training
- 11.77 annual days per year \* Increases based on years of service.
- 11 -12 holidays per year
- 11.77 sick day accrual per year \*Increases based on years of service
- Medical/Life insurance
- Dental/Vision/Dependent Health Insurance available at Group Rates
- Participation in the NC Law Enforcement Retirement System
- Direct Deposit

### **Job Description**

Narcotics Detective: Investigates and apprehends persons suspected of illegal sale or use of narcotics. Compiles identifying information on suspects charged with selling narcotics. Maintains surveillance of suspect to detect modus operandi. Obtains police funds required to make purchase. Submits written report containing charges, available facts, and evidence to Magistrate to authorize search warrant. Observes and photographs narcotic purchase transaction to compile evidence and protect undercover investigators. Arrests narcotics offenders. Obtains statements for prosecution of offenders and appears in court as witness.

### **Description of Duties**

#### I. Drug and Criminal Investigation Activities

A. Receives notification of a criminal incident makes an assessment of the most appropriate response. Gathers needed equipment and supplies assuring for professionalism and timeliness.

- B. Procurement of witnesses and conducts interviews of witnesses, victims, and other appropriate persons assuring professionalism.
- C. Interviews suspects to obtain facts assuring for compliance with all applicable laws and rules.
- D. Generates and distributes appropriate reports and documentation assuring for accuracy and timeliness.
- E. Completes any required follow-up assuring for thoroughness.
- F. Appears in court and provides testimony in relevant cases assuring the facts and other matters are presented professionally and thoroughly.
- G. Coordinates and interacts with other agencies as needed.
- H. Acts accordingly with different street cultures assuring for the safety of all officers in the operation.
- I. Maintain intelligence of all street activities, drugs, cultures assuring for safety and productivity.
- J. Responds to requests from immediate superior in an accurate, complete and timely manner.
- K. Maintain intelligence files in all cases assuring for accuracy and confidentiality.

### **Evidence and Crime Scene Activities**

- A. Collects pertinent evidence at the crime scene. Logs and places evidence into the evidence locker assuring for the preservation of evidence and for accuracy and timeliness.
- B. Prepares evidence for the lab assuring for safety and for compliance with applicable policies and procedures.
- C. Regularly assures the delivery of evidence to the lab.
- D. Takes crime scene photographs assuring that the photos accurately depict the crime scene.
- E. Maintains an awareness of the special handling requirements of certain crime scene evidence.
- F. Dismantle Meth Labs and secures crime scenes for other agencies when applicable assuring all regulations are followed. Does required follow-up regarding transport of chemicals, assuring for safety and all policies and regulations are followed.

### **Misc. and Related Activities**

- A. Receives and responds appropriately to drug related calls and/or complaints from citizens, victims, witnesses and others regarding law enforcement matters assuring for professionalism and courtesy.
- B. Provides drug-related programs and other public speaking engagements as requested assuring for the

best possible PR for the county.

C. Maintains current training and continued education for certification.

D. Assist Patrol Division, upon request.

**Salary**

The salary range for this position is \$19.23 (\$40,000) an hour - \$20.28 an hour (\$42,182.40) depending on training and experience, with a county benefits package including: paid health insurance, dental, eye and other supplemental insurance available, accrued sick time, accrued vacation time, paid holidays, uniforms and duty equipment provided.

Applicants may submit their resume via US Mail, in person or fax by 05/31/2017 to the following:

Madison County Sheriff's Office  
Attn: Lt. Adam Hunter  
348 Medical Park Dr  
Marshall, NC 28753  
or FAX to 828-649-1561