

NOTICE OF EMPLOYMENT OPPORTUNITY
FOR INVESTIGATOR
GREENE COUNTY PROSECUTOR'S OFFICE

The Greene County Prosecutor's Office, Bloomfield, Indiana, seeks to hire a full-time Investigator.

Incumbent serves as Investigator for the Greene County Prosecutor's Office, responsible for investigating crimes, obtaining warrants, arresting criminals and coordinating law enforcement training.

The position is based on a 35-hour work week, some overtime may be required.

Minimum Qualifications:

High school diploma and relevant experience in criminal justice, investigations, or related field.

Must be at least 21 years of age.

Working knowledge of and ability to make practical application of current state, federal and local law, and standard policies and practices of the Office.

Working knowledge of and ability to make practical application of evidence collection and preservation techniques.

Working knowledge of and ability to coordinate and present current law enforcement training programs.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type, ability to complete Office reports within established deadlines.

Ability to sort out confusing and contradictory data, statements, actions and behavior from hostile, depressed, violent, psychotic and angry persons, such as victims, witnesses and suspects.

Ability to give testimony and present evidence in court, and make public speaking presentations.

Ability to provide public access to or maintain confidentiality of Office information and records according to state requirements.

Ability to comply with all employer and Office policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with suspects/offenders, witnesses, victims, judges, court and law enforcement personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to properly operate standard office equipment, such as computer, printer and copier.

Ability to respond swiftly, rationally and decisively in emergency situations and take authoritative action as situations demand.

Ability to de-escalate volatile situations through conversation/negotiation, and to subdue and arrest attacking and/or armed individuals.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone and with others in a team environment with minimum supervision.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to work irregular and/or extended hours and serve on 24-hour call for emergencies.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Ability to occasionally travel out of town for training, sometimes overnight.

Applications:

Interested persons should apply by January 16, 2026 by sending, or dropping off, the Greene County job application, along with a resume and references to:

Greene County Prosecutor's Office, 1 East Main Street, P.O. Box 428, Bloomfield, IN 47424

The Greene County job application can be found under the Employment Opportunities tab on the Greene County website at:

www.co.greene.in.us

Salary:

Position is an hourly position budgeted for 2026 at \$36.37 per hour on a 35 hour work week.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.