



**Job Title: Criminal Investigator I**

**Working Title: Criminal Investigator I**

**Job Code: PSP090**

**Grade: LI**

**Salary Minimum: \$37,658.91**

**Salary Midpoint: \$49,089.53**

**Salary Maximum: \$60,520.14**

**Description of Duties:** Trains to perform routine investigative work. Conducts investigations to include assisting in interviewing witnesses, complainants, and/or law enforcement officials, seizing evidence, issuing warrants, and preparing reports on findings in preparation for cases. This is the entry/training level of the Criminal investigations job series. Duties in this position will progressively increase as the incumbent becomes more familiar with investigative and legal procedures for felony cases. When work travel is deemed safe to resume, this job will require extensive day travel and a decent amount of overnight travel (at times 3 to 5 days a month of overnight travel). Performs other duties as assigned.

**Essential Duties and Responsibilities:**

- Collaborates with other authorities on activities such as surveillance, transcription, and research.
- Conducts and/or assists in field investigations to ascertain facts and obtain evidence.
- Evaluates, summarizes, and documents investigative findings for review.
- Conducts investigative research utilizing in-house and/or external resources such as GCIC, NCIC, IRIS, and/or the internet.
- Conducts background and personal history investigations and examinations.
- Locates witnesses and obtains facts and evidence needed by attorneys in the litigation of the case.
- Assists in preparing cases for presentation at hearings or in court proceedings. May present testimony and evidence in hearings and court proceedings.
- Manages comprehensive files and evidence related to cases and ensures the protection of confidential information.
- Creates and utilizes databases, spreadsheets, and/or other investigative software.
- Meets schedules for filing and delivering evidence for cases.
- Attends internal and external educational programs and professional meetings as available for continuing professional education, including training classes focused on interviewing, mental health, and other related issues.
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

**The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.**



**ENTRY QUALIFICATIONS:**

- Bachelor's degree in a related field from an accredited college or university AND must meet the prerequisites and complete the Basic Law Enforcement Training Program certification  
**OR**
- Two years of experience in law enforcement or related field AND P.O.S.T certification.  
**Note:** Some positions may require incumbent to have a valid Class C driver's license.

**AGENCY QUALIFICATIONS:**

- Possesses a valid Class C driver's license.
- Ability to demonstrate proficiency in the performance of the essential duties and responsibilities.
- Knowledge of legal procedures and processes.
- Knowledge of case management tools, techniques, technology, and software.
- Ability to independently plan, organize, and conduct investigations.
- Ability to establish and maintain effective working relationships with attorneys, representatives of other agencies, clients, the public, and co-workers.
- Ability to exercise sound judgment and decision-making.
- Effectively communicates with system stakeholders, including community partners, clients, families, treatment providers, and others.
- Must be able to work efficiently and effectively with internal and external customers of the Office.

**PREFERRED QUALIFICATIONS:**

- Experience working with capital defense teams, significant exposure to the field of criminal defense.
- Experience breaking down and digesting complex criminal cases.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**