

**Working Title: Criminal Investigator II**

**Job Title: Criminal Investigator II**

**Job Code: PSP091**

**Grade: LJ**

**Salary Minimum: \$49,924.80**

**Salary Midpoint: \$64,896.60**

**Salary Maximum: \$79,868.40**

**Description of Duties:** Performs routine investigative work. Conducts investigations to include assisting in interviewing witnesses, complainants and/or law enforcement officials, and preparing reports on findings in preparation for cases. Performs other duties as assigned.

**Essential Duties and Job Responsibilities:**

- Conducts and assists in the investigations of assigned cases.
- 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 protection of confidential information.
- Creates and utilizes databases, spreadsheets, and/or other investigative software.
- Meets schedules for filing and delivering evidence for cases.
- All other duties as assigned.
- 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 One year of related experience  
**OR**
- Three years of experience in law enforcement or related field  
**OR**

- One year of experience required at the lower level Criminal Investigator 1 (PSP090) or position equivalent 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.
- Demonstrates proficiency in the performance of the essential functions and learn, comprehend, and apply all state or departmental policies, practices, and procedures necessary to function in the position effectively.
- Knowledge of legal procedures and processes.
- Knowledge of case management tools, techniques, technology, and software.
- Independently plans, organizes, and conducts 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.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**