



Job Title: Criminal Investigator II

Working Title: Mitigation Investigator II

Job Code: PSP091

Grade: LJ

Salary Minimum: \$40,924.80

Salary Midpoint: \$54,396.60

Salary Maximum: \$67,868.40

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 the protection of confidential information.
- Creates and utilizes databases, spreadsheets, and/or other investigative software.
- Meets schedules for filing and delivering evidence for cases.
- 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 the 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 organize and prioritize workload to manage cases efficiently and adjust to workload changes.
- Ability to work within a team and under stress to meet deadlines.
- 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:

- Master's degree in social work, psychology, or a related field.
- Knowledge of social history and mental health issues in the context of capital trials.
- Experience conducting comprehensive, fact-based investigations to develop and prepare evidence to be presented in the penalty phase of capital cases.
- Ability to identify and analyze issues in the case, prepare independent reports concerning the life history of the client, and assist attorneys in identifying appropriate expert witnesses.
- Bilingual abilities are a plus.

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