# Investigator

**Grade: 8**

**FLSA: Non-Exempt**

**Date: 10/00**

**Job Summary:** Investigates and assists in the preparation of criminal cases; performs other duties as assigned.

**Essential Functions:**

1. Locates and interviews witnesses;
2. Obtains written statements from witnesses;
3. Reviews criminal cases with prosecuting attorneys and police officers;
4. Prepares governor’s request for fugitives;
5. Completes background investigations (via computer);
6. Provides security and transportation for witnesses and attorneys;
7. Appears in court as requested;
8. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff and members of the public, including witnesses, who may be upset and/or angry, in a courteous manner;
3. Thorough knowledge of the relevant laws, guidelines, rules, and regulations pertaining to the investigation of legal cases and the protocol of dealing with witnesses;
4. Excellent research skills and the ability to conduct thorough investigations;
5. Ability to apply departmental policies and procedures to daily work tasks;
6. Ability to understand and follow complex oral and written instructions;
7. Ability to work independently on tasks and maintain accurate records;
8. Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review;
9. Effective business English, grammar, legal terminology, and math skills.

**Education and Experience:**

1. Bachelor’s degree in criminal justice or a related field;
2. OR Three years or more of relevant experience;
3. Previous law enforcement experience preferred;
4. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds an/or continual standing or walking of 60%+ of the time.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which requires a range of safety and other precautions, e.g., aggressive human behavior.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date