CHIEF INVESTIGATOR

Bargaining Unit: None

COUNTY OF SUMMIT
Established Date: Apr 3, 2001
Revision Date: Dec 15, 2009

SALARY RANGE
$25.10 - $37.62 Hourly
$2,008.00 - $3,009.60 Biweekly
$52,208.00 - $78,249.60 Annually

DESCRIPTION:
Under administrative direction from Chief Assistant Prosecutor-Criminal; plans for, directs and supervises personnel engaged in the administration of the Prosecution Investigation and Direct Indictment Programs; conducts independent research and investigation; provides office security and systems; processes records, evidence and related information for case preparation. Performs other related duties as required.

JOB DUTIES:
The duties listed below are intended to depict tasks performed by this classification.

Administers program, manages and supervises Prosecutor Investigator's and participates in conducting comprehensive investigations and research (e.g., locates and contacts suspects, informants, attorneys, witnesses or representatives of federal, state and municipal agencies to obtain information by telephone, correspondence and/or interviews; prepares and submits investigative reports to Prosecutors, etc.); collects, organizes and secures evidence; performs research and file search (manually or electronically); may make criminal arrests; provides expert testimony; serves as a liaison with law enforcement agencies and provides investigative assistance, records and other information.

Plans for, directs and coordinates and/or supervises assigned personnel in applications of administering both the Direct Indictment and Prosecutor's Investigation Programs (e.g., assigns work, evaluates, effectively recommends discipline, commendation, trains, etc.); coordinates cases with assigned Prosecutors and law enforcement agencies; formulates goals and objectives for each unit; interprets regulations and guidelines to assigned personnel in application of policy and procedures.

Administers records and information request directives (e.g., reviews requests for subpoenas by all agencies, maintains record tracking, etc.); assists with retrieval and storage of evidence and adjudicated cases; provides office security and assists with procurement and installation of security alarm systems; assists with the management of Property Room.

Maintains and operates a personal computer (e.g., utilizes database inquiry system, produces word processing documents and reports, etc.); develops, maintains and completes detailed records and reports (e.g., investigator, arrest, extradition, attachments, etc.); compiles data and statistics.

Participates in and/or conducts training as related to investigation policy and procedures; attends workshops and conferences to gain knowledge of new investigation/information processes.

QUALIFICATIONS:
Any combination of training and work experience which indicates possession of the
skills, knowledge and abilities listed below.

High school equivalent education, and possession of a Ohio Peace Officer’s Training Certificate, plus fifteen (15) years of proven experience of which ten (10) years was served in law enforcement and five (5) years in criminal supervisory and/or investigative experience; or equivalent. A valid State of Ohio driver’s license is required.

NOTE:
The position requires the maintenance of all certification and commissions including firearms certification from the State of Ohio. Hazards associated with investigations, office security and potential use of a firearm are present. Operations of field assignments may subject the individual to work in all types of inclement conditions. May be required to travel overnight.

KNOWLEDGE, SKILLS AND ABILITIES:
Comprehensive knowledge of crime investigation methods and procedures; law enforcement procedures and practices; court procedures; techniques of collection and preservation of evidence; safety practices and procedures; agency policies and procedures*; record and evidence retention procedures*; interviewing and interrogation methods; criminal law; federal, state and local laws and ordinances*. Thorough knowledge of office practice and procedures*; computer operations and techniques; technical writing; data entry; management/supervisory techniques. Ability to communicate effectively; define problems, collect data, establish facts and draw valid conclusions; establish and maintain effective working relationships with supervisors, associates, law enforcement personnel and the general public; prepare and maintain accurate records and documents; exercise sound judgement under stressful circumstances; gather, collate and classify information about data, people and/or things; handle sensitive inquiries from and in contact with officials, general public and informants; maintain confidentiality of classified information; recognize unusual or threatening situations and take appropriate action; demonstrate physical fitness; calculate fractions, decimals and percentages. Skills in operation of communication and computer equipment; keyboard operation; safe and effective use of a firearm.

(*Indicates developed after employment).