

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 12, 2012
CLOSING DATE: JULY 18, 2012

DEPARTMENT: County Attorney

POSITION: Chief Detective

LOCATION: Globe/Payson

JOB CODE: 12-060

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$43,160.00-\$52,582.40 DOE

NATURE OF WORK

Supervises and participates in the activities of the Investigations Unit of the County Attorney's Office to ensure compliance with legal requirements for criminal investigations.

DUTIES AND RESPONSIBILITIES:

- Supervises and evaluates the work of subordinate staff and provides training and other assistance when needed; coordinates unit activities with other divisions within the County Attorney's office and with federal, state, and local law enforcement agencies; develops rapport and intra-agency cooperation on investigative matters; staffs crime reports submitted by local agencies for criminal prosecution; provides recommendations.
- Establishes and maintains effective reporting systems to ensure internal controls and compliance with legal requirements for criminal investigations; compiles, reviews, and interprets data to evaluate performance of investigative unit.
- Provides assistance to prosecutors regarding trial preparation including case investigation, evaluation of data and preparation of initial discovery materials.
- Prepares case reports and provides recommendations regarding case procedures.
- Conducts interviews with victims, witnesses and suspects; monitors defense interviews.
- Locates victims, witnesses and suspects throughout Arizona and the nation.
- Provides technical support for evidence utilized in disclosure and at trial.
- Performs background investigations utilizing the Arizona Criminal Justice Information System (ACJIS).
- Conducts activities in relation to case follow up including memos to supplement reports.
- May conduct internal investigations and investigate complex or sensitive criminal cases; appears as a witness in court; confers with attorneys and other law enforcement officials on special case filings, legal processes, and procedures and resolves problems.
- Serves as ACJIS System Security Officer for the organization; serves as Fleet Manager for the organization.
- Trains and mentors assigned personnel; performs administrative duties such as establishing budget controls and provides assistance with departmental budget planning.

WORKING ENVIRONMENT:

May be required to work evenings, weekends, and holidays while conducting major crime investigations or to assist other law enforcement agencies in major emergencies; may be required to assist on civil or criminal cases being tried in other counties due to changes in venue; may be exposed to hostile witnesses and hazardous or stressful situations while completing assignments; maybe required to travel to various locations.

EMPLOYMENT STANDARDS:

College coursework in Criminal Justice or related field and seven (7) years of sworn criminal investigation experience in a law enforcement agency, including lead responsibility; or equivalent combination of education, training and experience. Must be a US citizen and with no felony convictions; must successfully complete a background check as well as medical, polygraph, psychological examinations prior to being appointed; must maintain a level of physical fitness to meet Department standards. A valid Arizona Driver's License; must possess an Arizona P.O.S.T. Certification.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of criminal investigation; trial preparation techniques; methods and standards for interviewing victims, witnesses and suspects; processes for locating victims, witnesses and suspects; processes and procedures for providing evidentiary technical support; practices and protocol for conducting background and special investigations; case follow up procedures and processes; general principles and practices for training and supervising personnel.

Ability to: Conduct all aspects of criminal investigation; assist prosecutors with trial preparation; conduct case related interviews; perform background and special investigations; locate victims, witnesses and suspects; provide technical support for evidence used in disclosures and trial; utilize criminal justice information systems; communicate effectively verbally and in writing; provide assistance with budget planning; supervise, train and coordinate the work of assigned personnel.

Skills in: Performing complex criminal investigation work, assisting prosecutors with trial preparation, and supervising the work activities of other investigators.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.