

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 8, 2012
CLOSING DATE: AUGUST 21, 2012

DEPARTMENT: County Attorney

POSITION: Detective

LOCATION: Payson

JOB CODE: 12-075

ANNUAL SALARY: \$40,081.60-\$48,817.60 DOE

NATURE OF WORK

Conducts investigations in a wide variety of criminal and civil cases handled by the County Attorney's Office.

DUTIES AND RESPONSIBILITIES:

- Conducts investigations of a wide variety of civil complaints, and felony and misdemeanor criminal cases, examines court, police, public and governmental records needed for investigation; assists prosecuting attorneys in the preparation of evidence for trial by taking photographs, preparing diagrams, charts, etc. .
- Conducts interviews with victims, witnesses and suspects; monitors defense interviews.
- Staffs crime reports submitted by local agencies for criminal prosecution; provides recommendations.
- Performs pre-trial investigations and assists other investigators and prosecuting attorneys in court; traces, interviews, and subpoenas witnesses, victims, and suspects in criminal and civil cases; obtains statements, documents and related evidence for use in court; testifies in court concerning evidence gathered in pre-trial investigations.
- Assists prosecutors with trial preparation including summons/subpoena services, courtroom security, evidence transport and storage, witness and victim transport, and case investigation as assigned.
- Provides technical support for evidence utilized in disclosure and at trial.
- Participates in specialized field investigations; evaluates corresponding data.
- Prepares case reports and provides recommendations regarding case procedures.
- Performs background investigations utilizing the Arizona Criminal Justice Information System (ACJIS).
- Acts as a liaison and coordinates investigative activities with law enforcement officers from various agencies.

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; may be required to travel to various locations.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and five (5) years criminal investigation experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License; must possess an Arizona P.O.S.T. Certification.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of criminal investigation; general trial preparation techniques; methods and standards for conducting investigative interviews; processes for locating victims, witnesses and suspects; processes and procedures for providing evidentiary technical support; processes and protocol for conducting field investigations; case follow up procedures and processes.

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Ability to: Conduct criminal investigations; assist prosecutors with trial preparation; conduct case related interviews; provide assistance with specialized field investigations; locate victims, witnesses and suspects; provide technical support for evidence used in disclosures and trial; utilize criminal justice information systems; communicate effectively and follow oral/written instructions.

Skills in: Performing a variety of functions in relation to criminal investigation and assisting prosecutors with trial preparation.

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.