

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 21, 2013
CLOSING DATE: SEPTEMBER 9, 2013

DEPARTMENT: Sheriff's Office

POSITION: Professional Standards Investigator

LOCATION: Globe/Payson

JOB CODE: 13-090

PLEASE USE THE CIVILIAN/VOLUNTEER APPLICATION

EXEMPT POSITION

ANNUAL SALARY: \$50,044.80-\$74,297.60 DOE

NATURE OF WORK

Conducts and performs internal investigations within the Sheriff's Office of sworn and civilian employees. Performs and supervises pre-employment testing, including background verifications of applicants. Directs, advises and manages evidence and property policies and procedures. Supervises and manages the department's professional standards to assure compliance with departmental and county policies and procedures and state and federal laws, rules, and regulations. Prepares information and Serves as the Public Information Officer (PIO) for the Sheriff's Office.

DUTIES AND RESPONSIBILITIES:

- Conducts a variety of interrogations, interviews, and investigations.
- Researches and conducts confidential investigative backgrounds on applicants.
- Interviews subjects and verifies references in person or by telephone; gathering, compiling, and analyzing information relevant to applicants.
- Accesses data from various data bases and information systems to check for inconsistencies related to the applicant's background and possible criminal history.
- Analyzes findings and prepares summary reports with appropriate documentation to support recommendations for the applicant.
- Maintains records and demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless operations.
- Delegates and coordinates background investigations using the Arizona Criminal Justice Information System (ACJIS).
- Acts as a liaison and coordinates investigative activities with law enforcement from various agencies.
- Orders polygraph and CVSA examinations and analyzes results.
- Responds to requests for information.
- Directs, advises and manages evidence and property policies and procedures.
- Serves as the Public Information Officer for the Sheriff's Office.
- May perform other duties as assigned.

WORKING ENVIRONMENT:

May be required to work evenings, weekends, and holidays while conducting duties. May be exposed to stressful situations while completing assignments; will be required to travel to various locations within Gila County and around the state.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D; current Post certification with investigative experience or ten (10) years law enforcement experience with previous AZ POST Certification; or equivalent combination of education, training and experience. Prefer experience to include supervisory, administrative, and internal affairs and investigations. A valid Arizona Driver's License; if AZ POST certified this position may be eligible Public Safety Retirement, if applicant is not certified this position may be eligible for Arizona State Retirement.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of criminal investigation; methods and standards for conducting investigative interviews; processes and protocols of General Law Enforcement procedures for impounding and safekeeping of property.

Ability to: Conduct investigations; apply current law enforcement principles and methods to investigations. Utilize criminal justice information systems; communicate effectively and follow oral/written instructions. Define problems, collect data, and analyze information.

Skills in: Performing a variety of functions; including assuming management responsibilities and making appropriate decisions, while assuring compliance with departments goals and objectives; effectively directing operation and delegating tasks and authority. Preparation of technical, comprehensive, and accurate reports.

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.