

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MARCH 16, 2016

REVISED: JUNE 28, 2016

OPEN UNTIL FILLED

DEPARTMENT: Sheriff's Office

POSITION: Part-time Special Investigator

LOCATION: Globe

JOB CODE: 16-019

PLEASE USE CIVILIAN/VOLUNTEER APPLICATION

19 HOURS PER WEEK

HOURLY SALARY: \$18.69-\$20.93 DOE

PURPOSE OF THE JOB

The purpose of this position is to conduct interviews, interrogations, Computer Voice Stress Analyzer (CVSA) examinations, and investigations for the Sheriff's Office. This position conducts interviews, interrogations, CVSA examinations, investigations, and crime scene metal detection along with submitting reports. The Special Investigator is also responsible for promoting the welfare of senior citizens by investigating their complaints and implementing tailored safety programs.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Conducts interviews, interrogations, CVSA examinations, criminal and applicant background investigations, and crime scene metal detection; submits documents and reports.	50%
• Investigates senior citizen complaints and actions taken.	40%
• Implements programs for senior citizens on theft and fraud avoidance as well as personal safety, providing researched handout materials.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, participates in meetings and negotiates or persuades.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Seven (7) years law enforcement experience and investigative experience; or equivalent combination of education, training, and experience.

PROFESSIONAL CREDENTIALS REQUIRED

AZ Post Certification and Criminal Investigations Certification from the National Institute of Truth Verification for CVSA.

Continued on page 2.....

KNOWLEDGE REQUIRED

Training, law and government, Federal, State, Local laws, regulations, statutes, law enforcement and first responders' protocols.

SKILLS REQUIRED

Active listening, analytical thinking, critical thinking, communicating diplomatically, negotiating, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Memorize and recall, focus, multi-task, consider options, risks, and benefits, deductive reasoning.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers, to direct traffic and to attend to reported incidents.
- Regularly sits to complete report and to operate computers; routinely sits to operate special equipment, to complete a program and to attend to other duties; rarely sits to attend to reception areas.
- Routinely lifts upwards of 75 lbs. of work related materials, equipment or tools.
- Occasionally requires dexterity for peacekeeping tools; routinely requires dexterity for keyboard operation; rarely requires dexterity for special gadgets.
- Incumbents in this position may be required to occasionally intervene to break up citizen altercations, occasionally walk, bend, stoop, crawl, kneel and twist.

WORK ENVIRONMENT

Incumbents in this position routinely spends time in office environment; occasionally spends time in outdoor areas, library and automobile; rarely spends time in tight spaces.

SAFETY RISK EXPOSURE

Incumbents in this position are subject to physical danger such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; mechanical hazards, chemical hazards, electrical hazards, blood-borne pathogens, communicable diseases, fire hazards, explosives, respiratory hazards; subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports. Occasionally, incumbents in this position may become exposed to verbal abuse by customers or citizens either in-person or through telephone.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

SECURITY REQUIREMENTS

Incumbents in this position are required to be U.S. citizens with no felony convictions. Incumbents are required to have an unrestricted Arizona Driver's License upon appointment. Prior to being appointed, all applicants in this position are subject to complete a background check as well as medical, polygraph, psychological, written and oral examinations.

PHYSICAL FITNESS REQUIREMENTS

None

SPECIFIC EMPLOYMENT CONDITIONS

Must successfully pass a psychological, polygraph, medical evaluation and other training requirements; may be required to obtain additional specific skills training and technical certifications, including self-defense, use of impact weapons, CPR and First Aid.

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.