

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 1, 2016

OPEN UNTIL FILLED

DEPARTMENT: Sheriff's Office

POSITION: Professional Standards Investigator

LOCATION: Globe

JOB CODE: 16-043

PLEASE USE THE CIVILIAN/VOLUNTEER APPLICATION

ANNUAL SALARY: \$60,541-\$72,650 DOE

PURPOSE OF THE JOB

The purpose of this position is to supervise and manage the department's professional standards to ensure compliance with State and Federal Laws and department policies and procedures. This position conducts interviews, interrogations, investigations and submits reports. The Professional Standards Investigator is also responsible for overseeing the pre-employment testing and background verification of applicants, directs property and evidence policies and procedures and serves as the Sheriff's Office Public Information Officer.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Provides recommendations on scheduling work hours of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• 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.	25%
• Analyzes findings and prepares summary reports with appropriate documentation to support recommendations for the applicant.	20%
• Supervises and oversees the activities and assigned functions of the Special Background Investigator.	20%
• Accesses data from various databases and information systems to check for inconsistencies related to the applicant's background and possible criminal history. Performs background investigations utilizing the Arizona Criminal Justice Information System (ACJIS); orders polygraph and CVSA examinations and analyzes results.	15%
• Acts as a liaison and coordinates investigative activities with law enforcement from various agencies. Responds to requests for information.	10%
• 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.	5%
• Serve as Public Information Officer for the Sheriff's Office.	5%
• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position reviews, approves for submission and presents department budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources on organizational development and HR projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, participates in meetings, speaks with the media and negotiates or persuades.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, proposals and grants, 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.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or G.E.D.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Ten (10) years law enforcement experience, with current or previous AZ POST certification or equivalent combination of education, training and experience; prefer experience to include supervisory, administrative, internal affairs and investigations.

PROFESSIONAL CREDENTIALS REQUIRED

Current or previous Arizona Post Certification.

KNOWLEDGE REQUIRED

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.

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 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 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 citizen altercations, walk, bend, stoop, crawl, occasionally kneel and twist.

WORK ENVIRONMENT

Incumbents in this position routinely spends time in office environment. May be exposed to stressful situations while completing assignments; will be required to travel to various locations within Gila County and around the State.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to verbal abuse by customers, applicants or citizens either in person or over 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.

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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.