



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Investigator, Prosecuting Attorney	<b>NEW:</b> _____	<b>REVISED:</b> X
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> Chief Investigator, Prosecuting Attorney	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/2016</u>
<b>DEPARTMENT:</b> Prosecuting Attorney		<b>JOB CODE:</b> <u>400</u>

**SUMMARY:**

With general supervision, plans, organizes and conducts investigations for the Prosecuting Attorney's Office, and assists in preparing cases, evidence and witnesses for trial.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assists prosecuting attorneys in preparing cases for court; conducts follow-up investigation for cases filed by the prosecutors; initiates investigation of crimes reported to the Prosecuting Attorney's Office.

Reviews major cases which include murders, robberies, assaults, and sex crimes; assists in the development plan for the prosecution; interviews witnesses; writes reports; collects and handles evidence; serves subpoenas; prepares diagrams and exhibits for court; photographs crime scenes; assists in jury selection; testifies in court.

Participates in trials; analyzes information gathered by investigation and prepares reports of findings and recommendations; handles and operates a firearm; operates a vehicle.

Briefs and introduces new police officers to office personnel and explains their different roles; maintains ongoing contact with local law enforcement agencies; handles difficult persons who arrive in the Office with a complaint; maintains contact with the defense attorneys for disclosure purposes.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of the principles and practices of law enforcement.
2. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Considerable knowledge of the policies and practices of the Boone County Sheriff's Department.
4. Considerable knowledge of the criminal justice system in the State of Missouri.
5. Considerable knowledge of the court system in the State of Missouri.
6. Skill in interviewing witnesses and victims.

7. Skill in reading, analyzing and interpreting police reports and legal documents.
8. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

**MINIMUM QUALIFICATIONS:**

Possession of Missouri Peace Officer Certification; high school diploma or GED, and three years' experience in law enforcement and investigations; must have clear criminal record (excluding traffic violations).

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*