



BOONE COUNTY JOB DESCRIPTION

JOB TITLE:	Witness Location Investigator	NEW:	REVISED:	X
<small>(Please check one)</small>				
REPORTS TO:	Chief Investigator, Prosecuting Attorney	FLSA:	<u>Non-Exempt</u>	DATE: <u>01/2025</u>
DEPARTMENT:	Prosecuting Attorney	JOB CODE: <u>400</u>		

SUMMARY:

With general supervision, investigates, locates, and serves process on victims and witnesses; receives and transports evidence and confidential reports; and assists in trials.

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.*

Serves process on victims and witnesses; investigates the locations of victims and witnesses using law enforcement databases and systems made available by local utility companies, and by conducting interviews with other witnesses, neighbors and family members.

Reviews case files, police reports and statements from victims and witnesses to develop leads; works closely with local law enforcement agencies to locate victims and witnesses; conducts field investigations.

Assists with jury trials; retrieves and transports evidence and reports needed for trial; makes arrests as necessary; handles and operates a firearm.

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 Office.
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.