



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Investigator</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Investigations Sergeant</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/20</u>
<b>DEPARTMENT:</b> <u>Sheriff</u>	<b>JOB CODE:</b> <u>400</u>	

### **SUMMARY:**

Under general supervision of an Investigations Sergeant or designee, performs detailed law enforcement work of moderate difficulty and responsibility in the preservation and protection of life and property, the prevention of crime, the maintenance of good public order, the enforcement of civil and criminal law, and other related duties as required by direction or assignment.

### **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.*

- Conducts preliminary and/or follow-up investigations related to the commission of crime or law violations.
- Makes arrests and transports prisoners as needed.
- Testifies in court proceedings as needed.
- Protects crime scenes, gathers and preserves matters of evidence, takes and records testimony.
- Completes reports, forms, and other case documents as needed.
- Prepares search warrants and requests subpoenas for criminal cases.
- Testifies in court proceedings as needed.
- Serves warrants, court orders and other legal processes.
- Arranges for laboratory analysis of evidence.
- Interacts, establishes, and maintains working relationships with other federal, state, and local law enforcement agencies and related agencies.
- Ability to make forcible arrests and engage in foot pursuits.
- Interacts with various media outlets.
- May be required to maintain statistical information related to various case types, offenders, programs, or trends as needed.

- Performs on call duties as necessary; works extended hours, frequently beyond regular duty hours, may be required to workday or evening shift to include weekends, holidays, and on-call situations.
- Performs all essential functions of the position of Deputy Sheriff as needed.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS:**

1. Good knowledge of the principles and practices of law enforcement.
2. Good knowledge of applicable federal, state, and local laws, statutes, ordinances, and regulations.
3. Good knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
4. Good knowledge of the policies and practices of the Boone County Sheriff's Department and geography of the county, its incorporated areas, and the general roadway network.
5. Good knowledge of the criminal justice system in the State of Missouri and Boone County.
6. Some knowledge of Boone County Human Resources policies and practices.
7. Knowledge of legal documents, legal principles of investigations, and current investigative techniques.
8. Knowledge of legal research techniques, methods, and procedures.
9. Ability to communicate effectively and concisely, orally and in writing.
10. Ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
11. Ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
12. Ability to cope with stressful and strenuous situations and perform calmly in such situations.
13. Ability to utilize sound reasoning, as well as ability to make sound decisions.
14. Ability to make forcible arrests and engage in foot pursuits.
15. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
16. Ability to apply and utilize related computer applications and software.
17. Ability to interact with citizens in a professional manner.
18. Ability to establish and maintain a good working relationship with personnel throughout Boone County; federal, state, local ancillary public safety related services and other government agencies.
19. Ability to exercise good judgment in evaluating reports, statements, and evidence in developing and following leads.
20. Ability to enforce the laws firmly, tactfully, and impartially and to deal courteously and harmoniously with co-workers and the general public.
21. Strong ability to follow instructions when furnished in written, oral, or diagram form.
22. Strong ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
23. Strong ability to identify, preserve, collect, and evaluate evidence.
24. Strong ability to interview and interrogate people.

25. Skill in the use and care of firearms, less lethal weapons, radios, and related law enforcement equipment.
26. Skill in defensive and emergency driving.

**MINIMUM QUALIFICATIONS:**

Must meet the minimum qualification for the position of Deputy Sheriff.

No discipline, which resulted in suspension or demotion, for one (1) year period immediately prior to the application deadline for the selection process.

May not be on new hire probation or on any form of disciplinary probation at the time of the application deadline for the selection process.

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

**PREFERRED QUALIFICATIONS:**

Continuously served in a sworn capacity with the Boone County Sheriff's Department for a two (2) year period immediately prior to the application deadline for the selection process, or significant experience as an investigator with another law enforcement agency.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*