



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Witness Location Investigator</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Chief Investigator, Prosecuting Attorney</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Prosecuting Attorney</u>	<b>JOB CODE:</b> 400	

### **DEFINITIONS:**

With general supervision, investigate, 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 through the use of 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 SKILLS:**

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.

**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).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)