

Job Description

Job Title: Criminal Investigator I

Job Code: 902015

Job Family: Public Safety

Pay Grade: 15.15

FLSA: Non-exempt

EEO: Protective Service Workers

Department/Agency: DAT **Position Number(s):** Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Prevents and/or detects crime and enforces the laws of the state; provides investigative support, technical training and guidance to attorney staff, investigators and support staff; conducts basic, professional-level investigations of crimes, KORA and KOMA violations, and/or consumer protection violations; organizes and maintains criminal and/or consumer case files; generates leads from public and law enforcement databases; conducts basic analysis of financial and regulatory documents; conducts interviews; generates reports and case summaries; mediates resolutions between consumers and businesses; draws and executes search warrants.
- Assists in investigations with other law enforcement agencies and organizations; responds to major crime scenes including use of deadly force by officers, in custody deaths, traffic fatalities and homicides; prepares confidential reports for use as work product in the evaluation and prosecution of criminal cases; testifies in Court; reviews and monitors reports prepared for use in the evaluation and prosecution of criminal cases; creates, organizes and maintains logs, records, and files; maintains and secures evidence; assembles and organizes data and prepares oral or written reports from such records; compiles and maintains in-depth departmental statistical data.
- Provides witness protection in high risk cases; serves subpoenas and transports victims/witnesses to and from courthouse for trial and pre-trial proceedings; maintain security for the Office of the District Attorney working with courthouse security on security planning and emergency response.
- Assists with community outreach and training on relevant topics; establishes and maintains contacts in government and private sector agencies; responds to the consumer and/or white collar hotline reports and assists walk-ins; conducts basic case intake by meeting with reporting parties of financial crimes and/or consumer protection violations; documents complaints and reports in a timely manner.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

Associate degree in business, accounting, criminal justice, or relevant field; one (1) year experience conducting law enforcement investigations; Law Enforcement Certification - CPOST, for a police or law enforcement officer, as defined by K.S.A. 74-5602; successfully pass a criminal history check; and possess a valid driver's license with an acceptable driving record are required.

Knowledgeable in law enforcement/criminal justice information systems used in criminal investigation activities.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in business, accounting, criminal justice, or relevant field

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Safety-sensitive job.