

## Job Description

Job Title: Chief Investigator

Job Code: 902023

Job Family: Public Safety

Pay Grade: 18.18

FLSA: Exempt

EEO: Protective Service Workers

Department/Agency: DAT

Position Number(s): 100460

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.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

### Essential Duties:

- Assists and advises the District Attorney on matters related to law enforcement and the investigation of crimes and consumer protection violations; investigates sensitive internal personnel matters; assigns KOMA, KORA and other election law violation investigations; maintains department vehicles and investigative equipment; maintains evidence room; 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 highly complex, 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 highly complex analysis of cell phone records, digital forensics, financial, and regulatory documents; conducts interviews; generates highly complex reports and case summaries; mediates resolutions between consumers and businesses; draws and executes search warrants.
- Serves as agency contact person for local, state and federal agencies and coordinates joint investigations; manages and controls access to the Kansas Criminal Justice Information System; supervises Terminal Agency Coordinator; assures compliance with ALERT, KBI and FBI; serves as coordinator of Johnson County Alert line and FAST team; 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.

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- Provides witness protection in high-risk cases; serves subpoenas and transports victims/witnesses to and from courthouse for trial and pre-trial proceedings; maintains 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.
- Provides guidance and leadership to Investigator I, II and III's; trains and mentors less experienced staff; assists in the determination of caseloads and assignments.
- Reviews and approves inquisitions and complex subpoenas, case submissions, and investigative summary reports generated by investigators; formulates and recommends budgetary proposals to fund consumer protection and white-collar crime investigations and initiatives; monitors the expenditure of funds to ensure adequate fiscal controls and accounting procedures are in place to maintain the integrity of allocated monies; tracks and maintains divisional caseload and litigation statistics; serves as the Niche Local Administrator.

### 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.*

### Minimum Job Requirements:

**Bachelor's** degree in business, accounting, criminal justice, or related field; eight (8) years' **experience** conducting investigations; one (1) year experience leading, directing, supervising, or coordinating the work of others; 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:

**Master's** degree in business, accounting, criminal justice, or related field; six (6) years' **experience conducting investigations**; Certified Fraud Examiner and Certification in interviewing and interrogations; and Law Enforcement Commission are preferred.

### Education/Experience Substitutions:

- Yes  No Experience may be substituted for degree.
- Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Safety-sensitive job.