

Investigator

Department: Attorney
Position: Investigator, Career Service
Grade: 25
Supervisory: No
Reports to: County Attorney

Summary

Under the general direction of the County Attorney, performs advanced law enforcement work in undertaking investigations of a complex and/or sensitive nature.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Investigate, on behalf of the Juab County Attorney, Juab County Officer Involved critical incidents, including serious officer involved incidents including shootings, domestic violence, high speed pursuit fatalities, and in-custody deaths. Participate in the debriefing presentation for the police agencies involved in the incident.
2. Undertake investigations as assigned by the County Attorney, coordinate with local, state, and federal agencies; prepare court documents; document activities and findings of investigation according to standards and policy.
 - a. Undertake complex financial cases including fraud, securities fraud, embezzlement, theft, identification theft, forgery, communications fraud, money laundering, racketeering, fraudulent business practices, and mortgage fraud.
 - b. Undertaken investigations of cases involving allegations of misconduct on the part of public agencies and/or public officials.
3. Assist local law enforcement agencies with high profile or complex cases as requested; serve on local, state and federal task forces as assigned; respond to questions and complaints from the public, assigned personnel, county department, and other agencies.
4. Preserve the peace by enforcing federal, state, and local laws; make lawful arrests for criminal activities; perform field work and participate in major criminal investigations including employing investigative techniques to locate fugitives and executing search and arrest warrants.
5. Write and administer federal grants.
6. Prepare for and participate in court proceedings by:
 - a. Determining completeness of information, adequacy of evidence and general preparedness of various cases for prosecution.
 - b. Presenting testimony in court relevant to cases investigated.
 - c. Assist attorneys in preparing exhibits, evidence, and witnesses for court.
7. Educate the public on how to protect themselves from becoming victims of fraud by giving presentations to elderly, church, and civic groups; provide instruction on documenting and reporting suspected fraud scams.
8. Conduct training for other law enforcement agencies and officers pertinent to investigatory work conducted by the County Attorney's Office.

Additional Responsibilities May Include

1. Conduct specialized computer forensic examinations, cell phone forensic examinations, or other examinations as assigned.
2. Apply for, and manage grants including tracking financial information and providing quarterly reports.

Knowledge, Skills, and Abilities

- Considerable knowledge of general law, state statutes, case law precedents, and laws specific to financial fraud, public corruption, violent crime and money laundering.
- Considerable knowledge of court procedures and rules.
- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior.
- Knowledge of investigative procedures and techniques
- Knowledge of the principles and practices of law enforcement specific to assignment
- Skilled in reading, writing, math, and interpersonal communication
- Skilled in coordinating and organizing investigative work
- Skilled in problem solving and decision making
- Skilled in using modern office machinery and forensic examination tools and equipment
- Skilled in using firearms and other lethal and non-lethal force devices
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in driving vehicles at high speeds in pursuit situations
- Ability to prepare legal reports and documents
- Ability to think logically
- Ability to perform legal research and locate reference materials
- Ability to apply precedents of legal issues
- Ability to testify before a state or federal judge or magistrate in a concise and professional manner
- Ability to maintain cooperative working relationships with the public and other County employees
- Ability to maintain steady demeanor and good judgement during highly stressful situations

Work Environment

Work is typically performed in a professional office environment but may be performed for sustained periods outdoors in all weather conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to noisy. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. This job occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous situations. The incumbent may be required to drive personal vehicles in the course of conducting County business and receive mileage reimbursement according to the Juab County policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee is required to type, file and lift or move supplies or objects up to twenty (20) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. As job duties demand, may be required to perform work on any day and at any time.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

1. High school diploma or equivalent.
2. Six (6) years of work experience in the capacity of a certified Law Enforcement Officer of which two (2) years must have been as a detective or investigator.
3. Related degrees beyond high school may also be considered in meeting up to two (2) of the six (6) years of experience required but will not be considered in meeting the required two (2) years as a detective or investigator.

Additional Eligibility Qualifications

1. Applicants must possess current Utah Law Enforcement Officer certification through The Utah State Peace Officer Standards and Training (POST) Agency. County employees being reassigned or transferred to this classification must possess Utah Law Enforcement Officer certification upon reassignment or transfer.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Incumbents may be required to obtain and maintain other certifications including, but not limited to, computer forensic examiner, or cell phone examiner.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

AAP/EEO Statement

It is the policy of Juab County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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 of this job. Duties, responsibilities, and activities may change at any time.

Juab County Government is a drug-free workplace.