Job Title: Investigator II

Salary Minimum: $32,418
Salary Midpoint: $44,571
Salary Maximum: $56,724

Job Description:
Under general supervision. Performs routine investigative work. Conducts investigations to include assisting in interviewing witnesses, complainants and/or law enforcement officials, seizing evidence, issuing warrants, and preparing reports on findings in preparation for cases. (Note: duties in this position will progressively increase as the incumbent becomes more familiar with the investigative and legal procedures for felony cases.)

Job Responsibilities and Performance Standards:
• Conducts and assists in the investigations of felony cases.
  o Conducts and/or assists in field investigations to ascertain facts and obtain evidence.
  o Applies up-to-date procedural and investigative knowledge to the facts presented in the investigation.
  o Conducts investigative research utilizing in-house and/or external resources such as GCIC, NCIC, IRIS, and/or the internet.
• Conducts background and personal history investigations and examinations, verify information, and may review records in both phases of the case.
  o Keeps records and makes oral and/or written reports on investigations.
  o Investigates and/or assists in the investigation of each case thoroughly, gathering information, identifying and continually reviewing the facts and the issues.
  o Evaluates, summarizes, and documents investigative findings.
• Identifies, contacts, and/or assists attorneys or senior level investigators in interviewing potential witnesses or complainants in the felony cases.
  o Locates witnesses and obtains facts and evidence needed by attorneys in the litigation of the case.
  o Observes interviews conducted by senior level investigators. May be required to conduct interview or obtain additional information from witnesses when the senior level is not available.
  o Assists in conducting interviews in an effective manner. Maintains professional demeanor and presents information in a clear, concise fashion.
  o Maintains open lines of communication with witnesses, family and others using prescribed procedures.
• Assists in preparing cases for presentation at hearings or in court.
  o May present testimony and evidence in courts.
  o May testify in formal hearings or court proceedings.
  o Reviews documents associated with the case when requested in a timely manner.
  o Maintains familiarity with case facts, legal arguments, and case procedures.

• Manages comprehensive files and evidence related to cases.
  o May maintain primary responsibility for the physical custody and security of the case files and relevant evidence; insures protection of confidential information.
  o Creates and utilizes databases, spreadsheets, and/or other investigative software.
  o Evaluates, summarizes, and documents investigative findings for review.
  o Meets schedules for filing and delivering evidence for a case.

• Maintains knowledge of current trends and developments in the field by reading appropriate books, journals, and other literature as well as attending related seminars and/or conferences. Applies pertinent new knowledge to the job.
  o Attends seminars and training sessions to maintain the requirements for professional certification (i.e., POST certification).
  o Attends internal and external educational programs and professional meetings as available for continuing professional education including training classes focused on interviewing, mental health, and other related issues.

Sample Technical Competencies:
• Ability to exercise sound judgment and decision-making.
• Ability to use proper and effective interview and interrogation techniques.
• Knowledge of law enforcement databases and other available sources of information.
• Knowledge of legal procedures and processes.
• Knowledge of case management tools, techniques, technology, and software
• Ability to conduct surveillance, use covert devices, and interview informants.

Entry Qualifications:
Bachelor's degree in a related field AND One year of related experience or One year of experience at the lower level as an Investigator I
OR
Two years of experience in criminal or administrative law investigations with a recognized local, state or federal law enforcement unit
OR
Four years of experience as a sworn uniformed patrol officer with a recognized local, state or federal law enforcement unit.
Preferred Qualifications:
Peace Officers Standards and Training (POST) certification

Career Development Levels:
Investigator III