

*Code: 3136*

*Title: INVESTIGATIVE SUPPORT SPECIALIST - COUNTY ATTORNEY*

**SUMMARY:** Performs technical work with limited instructions, researching, obtaining, summarizing and disseminating confidential and sensitive investigative information upon requests and in direct support of various investigative operations. Maintains Arizona Criminal Justice Information System (ACJIS) network, ensuring the accuracy and reliability of the information, and its distribution only to authorized personnel. Trains support staff.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Researches and obtains data and information from automated and manual resources and Arizona Criminal Justice Information System (ACJIS) network in direct support to various investigative operations;  
Receives, prioritizes and validates requests for research assistance, and determines the appropriate procedure in order to initiate the collection of and providing the investigative information in timely manner and in the appropriate format;  
Summarizes, disseminates and/or exchanges investigative information to authorized personnel, law enforcement agencies and criminal information networks;  
Maintains security and confidentiality of all information created or encountered for the purpose of complying with federal, state and local laws and regulations concerning access to and dissemination of criminal information per ACJIS operating manual;  
Communicates with field investigators via radio or telephone in an office setting to assist in identifying and locating potential witnesses, obtaining and providing information useful to investigators, such as surveillance data, criminal histories, credit histories, financial assets and places of residence and employment, using various restricted access resources;  
Researches and retrieves information from surveillance video tapes and audio records, copies video tapes and assists in creating images in picture database (MUG);  
Operates technologically advanced audio and video systems;  
Creates, maintains and updates spreadsheets, databases, files and networks, ensuring their security, confidentiality and integrity;  
Indexes, classifies, compiles, codes and files records, reports and documents;  
Prepares reports for Department of Public Safety, County Attorney's Office, and other agencies regarding information inquiries and use;  
Conducts training and orientation for new employees in using automated and manual resources of investigative information, including ACJIS network, picture database (MUG), evidence materials and surveillance tapes;  
May testify in courts;  
May lead or supervise clerical support staff.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- Federal, State and local laws, ordinances, rules and regulations applicable to assigned duties;
- automated and manual systems of data collection and maintenance;
- modern computer equipment and its applications related to data entry, storage and networking;
- use and capabilities of communications systems;
- legal terminology, legal forms;
- business English, grammar and spelling;
- electronic visual presentation systems;
- criminal justice system or civil legal process;
- video and audio surveillance equipment and picture database (MUG);
- training methods and techniques;
- video editing and duplication.

Skill in:

- applying multiple investigative research techniques and utilizing all investigative resources;
- recognizing and setting priorities in data research and dissemination and processing of legal documents;
- creating, maintaining and updating computerized databases, spreadsheets and other applications associated with data collection, storage and distribution;
- use of automated information/communication systems;
- coding, classifying and entering data into computers and verifying key entries;
- establishing and maintaining effective work relationships with co-workers, superiors and other agencies;
- using video and audio surveillance equipment;
- preparing, processing and analyzing legal documents, forms and reports;
- maintaining investigative and legal filing systems;
- training, assigning work to and reviewing the work of clerical support staff;
- maintaining appropriate security and confidentiality of all the information created or encountered in performance of duties;
- communicating effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

Completion of 15 semester hours of course work in criminal justice, law enforcement, legal terminology or legal office procedures from an accredited college or university or one year of criminal justice, legal or law enforcement clerical experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions must possess and maintain as a condition of employment the Terminal Operator for ACJIS certification. (Failure to obtain and maintain a current required license or certification may be grounds for termination.) Applicants will be required to pass a criminal history background investigation, and may be required to pass a polygraph and drug screening tests prior to appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.