

*Code: 3147*

*Title: CRIMINAL INVESTIGATOR, AZ. POST CERTIFIED-COUNTY ATTORNEY*

**SUMMARY:** Conducts specialized investigations and monitors cases including criminal, civil, economic, racketeering and environmental crimes and prepares documentation and evidence for presentation in court.

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

Conducts complex investigations of highly specialized or diversified cases such as child abuse, sexual assault, narcotics, fraud, murder, corruption in government, white collar and/or organized crimes;  
Investigates criminal, civil, juvenile, narcotics, consumer fraud, racketeering and economic crime cases;  
Investigates backgrounds of expert witnesses and takes recorded statements;  
Searches, gathers, analyzes and secures supporting evidence and maintains chain of custody;  
Conducts internal department investigations;  
Plans and conducts extensive interviews and interrogations involving delicate and sensitive issues;  
Performs surveillance, specialized field investigations and undercover work;  
Interviews witnesses, clients or victims to identify testimonial evidence;  
Locates, identifies and gathers information and evidence to support legal action;  
Conducts criminal case reviews, monitors, maintains and updates case records to insure compliance with state and federal laws, rules, regulations and departmental policies;  
Coordinates with the attorney or legal assistant to establish and to take legal action necessary to enforce existing court orders;  
Prepares reports documenting investigative activities;  
Coordinates the activities of investigators or law enforcement personnel and use of technical investigative equipment;  
Manages an assigned caseload;  
Maintains liaison with other law enforcement agencies and jurisdictions;  
Participates in staff meetings and ongoing investigative or law enforcement training;  
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;  
Testifies in a variety of judicial and quasi-judicial proceedings regarding the results of investigations.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- law enforcement investigative principles and practices;
- investigative and research methods, techniques and resources;
- case management principles, procedures and techniques;
- legal documents, terminology and procedures;
- effective interviewing principles and techniques;
- relevant state and federal laws, rules and regulations;
- report analysis and preparation;
- effective communication, interview and negotiating principles, methods and techniques.

Skill in:

- planning and conducting thorough investigations;

- applying investigative research methods;
- interviewing and obtaining pertinent information;
- identifying and securing evidence;
- analyzing information, situations and problems;
- coordinating and monitoring case activities;
- preparing reports and maintaining case documentation;
- assigning and reviewing work of others;
- communicating effectively.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree from an accredited college or university with a major in law enforcement, law, criminal justice or a closely related field as determined by the appointed authority or five years of investigative experience in a specialized area as defined by the appointing authority.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions are required to possess Arizona Peace Officer Certification or must be eligible to participate in and pass the Arizona Peace Officer Standards and Training (AZ POST) waiver examination by virtue of holding Peace Officer Certification from a state other than Arizona. Some positions may require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required certification/licensure shall be grounds for termination.

Special Notice Items: All positions require the successful completion of a background investigation due to the need for access to detention, corrections and/or law enforcement facilities or associated confidential information, documents and like materials.

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

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