

<i>Code: 3165</i> <i>Title: CHIEF INVESTIGATOR</i>

SUMMARY: Manages investigative and support staff, and conducts criminal, civil and special investigations for the Pima County Attorney, Public Defender or Legal Defender

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

Performs and directs confidential investigations on behalf of the Pima County Attorney, Public Defender or Legal Defender;
Conducts special investigations and confidential studies, reports findings and develops recommendations for appropriate action;
Communicates departmental directives to investigative and support personnel through supervisory channels;
Evaluates and recommends solutions to complaints, inquiries and public relations issues for the County Attorney, Public Defender or Legal Defender;
Reviews and evaluates policies and procedures necessary to comply with the statutory requirements of the offices of the County Attorney, Public Defender or Legal Defender;
Maintains appropriate confidentiality and security of information created or encountered in the course of assigned duties, to include maintaining required chain-of-evidence,
Supervises, assigns and evaluates the work and performance of subordinate staff;
Represents the County Attorney, Public Defender or Legal Defender at various civic functions and at local and State governmental committees and boards;
Prepares management reports to include case statistics and budget activity for the division;
Monitors financial activities for the division;
Coordinates investigations and investigative support with other law enforcement agencies.

KNOWLEDGE & SKILLS:

Knowledge of:

- . law enforcement and investigative principles and practices;
- . Federal, State and local laws and ordinances;
- . Court Rules of Evidence and Procedure;
- . the principles, practices and techniques of supervision and management;
- . County and departmental administrative and personnel policies/procedures and Merit System Rules;
- . traffic laws, ordinances and regulations governing the safe operation of motor vehicles.

Skill in:

- . communicating effectively, orally and in writing;
- . tracking data and producing statistical reports using automated information systems;
- . obtaining valid information by interview of subjects and examination of records and documents;
- . gathering, analyzing and evaluating facts and evidence;
- . testifying in court and in depositions;
- . establishing procedural and technical guidelines designed to facilitate investigations and comply with State statutes;
- . directing and evaluating investigations activities;
- . supervising, evaluating and training investigative and support staff;
- . operating a motor vehicle.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university in criminal justice or a related field and ten years of experience as a full time sworn law enforcement officer, which included at least five years of investigative responsibilities as a primary duty (investigative experience in the course of other routine law enforcement duties is not qualifying experience.)

OR:

(2) Fourteen years of law enforcement as a full-time sworn law enforcement officer, or criminal investigator, and at least five years of experience in a supervisory capacity.

OR:

(3) Seven years of experience with Pima County as a Criminal Investigator, Medical Investigator, Sergeant, Lieutenant, Captain, Corrections Sergeant or Corrections Lieutenant which included at least one year in a lead capacity.

OTHER REQUIREMENTS:

Licenses and Certificates: Positions in the Pima County Attorney's Office 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. Failure to maintain the required licensure/certification shall be grounds for termination. An Arizona Driver's Class D License is required for all positions at time of appointment, and must be maintained as a condition of employment.

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement agencies, to include pre-/post-appointment polygraph and drug-testing, due to need for access to law enforcement, corrections, detention and courts facilities, records, information, databases, evidentiary materials, communications systems and computer-based resources.

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.