

Code: 3265

Title: INVESTIGATIONS LIAISON - SHERIFF

SUMMARY: Acts as investigation liaison/coordinator and interpreter between and for the Sheriff's Department and Mexican government and law enforcement agencies.

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

Coordinates investigations and exchanges of information between the Pima County Sheriff's Department and Mexican law enforcement agencies at various levels of government;
Represents the Sheriff at international and regional conferences and seminars;
Acts as official departmental interpreter for the conduct of police business between representatives of the Sheriff's Department and Mexican law enforcement authorities and agencies;
Locates elusive individuals and juveniles for delivery of subpoenas, summons and complaints;
Interviews witnesses, suspects, victims and others in investigating crimes and incidents involving juveniles;
Establishes and maintains liaison with local law enforcement agencies and major employers to expedite investigations and delivery of subpoenas, summons and complaints;
Prepares reports and maintains records.

KNOWLEDGE & SKILLS:

Knowledge of:

- language and culture of Mexico;
- Mexican and American civil and criminal law, especially that pertaining to investigations and serving of civil process;
- law enforcement principles, practices, methods, techniques and equipment.

Skill in:

- using tact and diplomacy in resolving international concerns in law enforcement;
- interpreting oral and written Spanish language materials into English and vice-versa;
- planning, coordinating and conducting complex investigations;
- applying investigative methods, techniques and equipment;
- locating elusive individuals and serving process;
- communicating effectively, both orally and in writing, in English and Spanish;
- maintaining records and writing reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in law enforcement, law, criminal justice or a related field and three years of investigative experience involving civil and/or criminal investigations and demonstrable fluency in both spoken and written Spanish language.

(Additional relevant education from an accredited college or university may be substituted for one half of the aforementioned experience)

(Additional relevant experience may be substituted for one half of the aforementioned education from an accredited college or university)

OR:

(2) Six years of investigative experience in a law enforcement, military, or regulatory agency and demonstrable fluency in both spoken and written Spanish language.

(Additional relevant education from an accredited college or university may be substituted for one half of the aforementioned experience)

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D driver's license is required at the time of appointment.

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

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections and courts facilities, property, and associated confidential and sensitive information, documents, communications and databases systems.

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.

Pima County

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