

*Code: 7450*

*Title: CHIEF INVESTIGATOR - COUNTY ATTORNEY - UNCLASSIFIED*

**SUMMARY:** Manages investigative and support staff, and conducts criminal, civil and special investigations for the Pima County Attorney. This classification is appointed, unclassified and exempt from the Pima County Merit System Rules.

**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;  
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;  
Reviews and evaluates policies and procedures to comply with the statutory requirements of the offices of the County Attorney;  
Maintains confidentiality and security of information created or encountered in the course of assigned duties, including maintaining the chain-of-evidence,  
Supervises, assigns and evaluates the work and performance of assigned staff;  
Represents the County Attorney at various civic functions and at local and state governmental committees and boards;  
Prepares statistical and budget activity-related management reports, and monitors the division's financial activities;  
Coordinates investigations and investigative support with other law enforcement agencies;  
Testifies in court or provides information to attorneys for depositions.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- law enforcement and investigative principles and practices;
- federal, state and local laws and ordinances;
- Court Rules of Evidence and Procedure;
- principles, practices and techniques of effective supervision and budget management;
- county and departmental administrative and personnel policies/procedures and Merit System Rules.

Skill in:

- communicating effectively, orally and in writing;
- tracking data and producing statistical and budget-related reports using automated information systems;
- obtaining 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.

DESIRED QUALIFICATIONS:

The appointing authority will determine the qualifications at the time of recruitment. Typically, an incumbent in this classification would be expected to have a Bachelor's degree from an accredited college or university in a field directly related to the assignment and experience as a full time sworn law enforcement officer, or investigative-related managerial experience.

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 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.