

Deputy Sheriff - Senior Investigator

Classification Title: Deputy Sheriff – Senior Investigator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Investigates offenses and crimes and detects of patterns of crime; enforces state, federal, and local laws, statutes, and ordinances.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Conducts criminal investigations. Receives reports, evaluates information, interviews victims, witnesses and suspects. Collects, processes, and packages evidence and maintains documentation of events for possible court testimony.
2	M	Coordinates with other agencies and resources. Shares and receives information and reports and analyzes for pertinent information. Maintains databases of relevant information and disseminates as appropriate.
3	M	Analyzes data for trend information and probable courses of action.
4	M	Provides case information on past and present investigations to appropriate parties. Investigates and interprets provided information such as gang-related activities.
5	M	Coordinates efforts with other investigators and/or members of other law enforcement agencies. Acts as lead investigator.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Three years experience as an investigator.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver’s license, Basic Law Enforcement Training, Annual In-service Law Enforcement Training, Firearms Certification, CPR Certification.
Reading	Intermediate
Math	Intermediate

CLASSIFICATION REQUIREMENTS	
Writing	Intermediate
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORKAIDS:

Vehicles, weapons, surveillance equipment, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	X Vehicle
Recreation Centers/Neighborhood	Warehouse
X Outdoors (see 1 below)	X Other (see 2 below)

- (1) Outdoors
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment