

Investigator

Position Description

**Status**

Full-time, Nonexempt

Compensation

B24

Bargaining Unit

Non-Bargaining

Reports to

Chief Public Defender

Supervises

None

Position Category

Specialist

Summary

This position performs investigations as necessary to support the legal representation of clients. The investigator will interview witnesses, visit the scene where an incident took place, process and serve subpoenas and conduct investigations of alleged or suspected violations of criminal laws to support the defense of clients.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Obtain and review case information to determine appropriate investigative methods to acquire and verify evidence for assigned counsel and client of both felony and misdemeanor cases.
2. Develop a pool of outside specialists and experts that may be needed on specialized defense cases.
3. Investigate cases which shall include interviewing clients, witnesses, professional experts, law enforcement and other personnel as well as testing case theories and physical evidence where appropriate.
4. Maintain the status of cases for tracking and data purposes and reporting internally and externally.
5. Maintain and provide subpoena service to assigned counsel and/or assist in obtaining subpoena services when local service is unavailable. Maintain and track data of subpoena services for reporting purposes.
6. Coordinate witnesses during the course of investigations and litigations as well as serving as a liaison with any outside witness sources. The coordination includes maintaining witness contact information, performing necessary background checks, assisting in restitution claims, and communication efforts to assigned counsel.

7. Appear as a witness and testify at trials and hearings.
8. Process Freedom of Information Act (FOIA) requests received in the department by drafting and tracking the response.
9. Perform other duties as assigned.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in various indoor and outdoor settings where the employee may need to deal with individuals in various states of intoxication, emotional, and mental conditions; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the work environment on uneven terrain both indoors and outdoors; operate a computer and other machinery; and move or transport files or other items to meetings and other locations. The ability to climb up and down ladders and stairs, crawl in confined spaces, bend, stoop, kneel and the ability to withstand periods of prolonged standing are all required of this position.

Travel

Travel is required 25%-50%.

Required Education and Experience

1. Bachelor's Degree in Criminal Justice, Legal Studies or related field. A combination of education and experience may be considered in lieu of degree.

2. One (1) year of investigative experience in an Investigative, Law Enforcement, Legal or similar setting.
3. One (1) year of investigative experience related to the mitigation of evidence and the use of public and private services for client advocacy.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____