



Special Investigator

Job Description

Department: Attorney
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Bureau Chief - Investigations

Summary

Under general direction of the Bureau Chief – Investigations, performs advanced law enforcement work in conducting investigations of a complex and/or sensitive nature.

Essential Functions

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

1. Conduct investigations submitted by the Utah County Officer Involved Incident Task Force, participate in the debriefing presentation for the Utah County Attorney's Office administration; submit reports and supporting documentation, as needed.
2. Investigate criminal nonsupport cases (CNS); coordinate efforts with the CNS prosecutor and the Office of Recovery Services.
3. Conduct sensitive investigations wherein police officers potentially could be criminally charged, such as complaints of excessive use-of-force by officer; collaborate with investigators assisting from outside police agencies.
4. Coordinate investigations, as directed; coordinate with local, state, and federal agencies; prepare court documents; document activities and findings of investigation according to standards and policy; investigate cases involving allegations of misconduct on the part of government employees and/or public officials, including internal affairs investigations for county and city government agencies.
5. Investigate special cases as assigned by the County Attorney or his or her Chief Deputy; assist county and city law enforcement agencies with high profile or complex cases, as requested; serve on local, state, and federal task forces, as assigned; respond to questions and complaints from the public, assigned personnel, County departments, and other agencies, as authorized.
6. Assist with purchasing and maintenance decisions for equipment, tools, and supplies within the bureau.
7. Enforcing criminal and traffic laws, including federal, state, and local laws; perform lawful arrests for criminal activities; perform field work and participate in major criminal investigations including drafting affidavits for and serving arrest warrants, search warrants, and investigative

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Job Title: Special Investigator
FLSA: Non-Exempt
Effective Date: 8/23/2022
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

subpoenas (both for records and deposition); locate suspects via sales, purchases, money, vehicle, property, and other types of transactions.

8. Prepare for and participate in court proceedings; determine completeness of information, adequacy of evidence, and general preparedness of various cases for prosecution; present testimony in court relevant to cases investigated; meet with prosecutors in preparation for court and assist, as needed.
9. Educate the public on how to protect themselves from becoming victims of fraud; give presentations to elderly, church, and civic groups; provide instruction on documenting and reporting suspected fraud scams.
10. Assist with training for other law enforcement agencies and officers pertinent to investigatory work conducted by the Bureau of Investigations.
11. Exemplify the desired culture and philosophy of the organization.
12. Work effectively as a team member with the administration and members to the Utah County Attorney's Office.

Knowledge, Skills, and Abilities

- Considerable knowledge of general law, state statutes, case law precedents, and laws specific to financial fraud, public corruption, peace officer use of force and criminal nonsupport
- Considerable knowledge of court procedures and rules
- Knowledge of the scientific principles used to determine human behavior in high stress and deadly force encounters
- Knowledge of investigative procedures and techniques
- Knowledge of the principles and practices of law enforcement specific to assignment
- Knowledge of weaponless self-defense and restraining techniques
- Knowledge of Spillman, Accurint, Filevine, or other technology used by the Utah County Attorney's Office
- Skilled in reading, writing, math, and interpersonal communication
- Skilled in coordinating and organizing investigative work
- Skilled in problem solving and decision making
- Skilled in using Office 365, including Word, Excel, and PowerPoint
- Skilled in using firearms, sufficient to qualify twice annually
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in driving vehicles at high speeds in pursuit situations
- Ability to prepare legal reports and documents
- Ability to think logically
- Ability to perform legal research and locate reference materials
- Ability to apply precedents of legal issues

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- Ability to testify before a state or federal judge or magistrate in a concise and professional manner
- Ability to maintain cooperative working relationships with the public and other County employees
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment

Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a coach and mentor for other positions in the department.

Work Environment

Work is typically performed in a professional office environment but may be performed for sustained periods outdoors in all weather conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to loud. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or hazardous chemicals. This job occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous situations. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

Incumbent must meet all physical requirements established by the Utah State Peace Officer Standards and Training certificate agency (POST) and may be required to successfully complete annual fitness testing. While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift or move supplies or objects up to twenty (20) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. The ability to work a variety of shifts on a rotational schedule including nights, weekends, and holidays is a requirement.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to twenty-five (25) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Three (3) years of work experience in the capacity of a certified Law Enforcement Officer
3. Demonstrated experience conducting criminal investigation.
4. Related completed degrees beyond high school will also be considered in meeting up to one (1) year of the three (3) year experience requirement.

Additional Eligibility Qualifications

1. Applicants must possess current Utah Law Enforcement Officer certification through The Utah State Peace Officer Standards and Training (POST) Agency. County employees being reassigned or transferred to this classification must possess Utah Law Enforcement Officer certification upon reassignment or transfer.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Incumbents may be required to obtain and maintain other certifications including Force Science Analyst, digital forensic examiner, and other certification as dictated by the Bureau Chief.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
7. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Two (2) years' experience serving in the capacity of Special Investigator.
4. Receive written recommendation from the department head.
5. Receive approval from the Director – Human Resources.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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