

Jackson County

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, associates may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

INVESTIGATOR – 06904

Department: Prosecutor
Pay Grade: 170
Reports to: Chief Investigator
FLSA Status: Non-Exempt

GENERAL PURPOSE

This position is responsible investigative support to the attorney and support staff in the office. They are responsible for obtaining prior conviction record information from courts and penitentiaries throughout the nation, obtaining evidence, locating and subpoenaing witnesses for trial, securing police officer and law enforcement officials for trial and pretrial conferences, obtaining statements from witnesses, obtaining medical and business records, photographing and drawing crime scenes, obtaining additional police reports and copying files for discovery purposes, submitting evidence to criminal laboratories for forensic analysis, assisting in trials, testifying in court and assisting in grand jury investigation.

ESSENTIAL JOB FUNCTIONS

- Works with the Prosecutors office and assigned Prosecutors in General Crimes and Violent crimes.
- Receives notification of deaths and establishes whether death is within jurisdiction of the Medical Examiner's office using standardized guidelines.
- Responds to the scene of deaths of various types, including traffic deaths, suicides, homicides, industrial deaths, and infant deaths; conducts on-site investigations to determine the circumstances surrounding death including time of death and probable cause of death; collect medical records and demographic information.

- Photographs crime scenes, orders and picks up all needed evidence for court, secures evidence, and maintains an evidence log.
- Releases remains and property to funeral homes.
- Writes complete, accurate and comprehensive statement of investigation to support Medical Examiner's examination in establishing cause of death.
- Occasionally assists with autopsies.
- Orders prior in state and out of state certified records of defendants and provides this information to the attorneys.
- Runs criminal histories of all involved parties requested by the attorney.
- Coordinates the viewing of evidence, which includes retrieving, securing, and maintaining chain of custody of the evidence, and retrieving trial exhibits needed.
- Locates, interviews, and serves subpoenas to victims and witnesses for trials.
- Works with victims and witnesses to set up times to meet with the attorneys for interviews and depositions.
- Provides transportation for victims and witnesses to and from the office for meetings and court.
- Provides transportation and assists in the field when attorneys want to re-visit crime scenes or speak with a victim/witness outside of the office.
- Performs other related duties as required/assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or its equivalent
- Must have at least 5 years prior law enforcement/investigator experience or a combination of education and/or work experience. Preference given to candidates that possess prior work experience with criminal cases
- Must submit to/pass pre-employment background and drug screen.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of department policies and procedures.
- Knowledge of the Circuit Court procedures and organization.
- Knowledge of the operations of the Kansas City Police Department, as well as other agencies in the County.
- Knowledge of resources available to "skip-trace" victims and witness defendants, and those under investigation who have re-located or who are hiding.
- Knowledge of the function and procedure of the Grand Jury.
- Knowledge of the rules of evidence pertaining to the chain of custody of evidence.
- Knowledge of general investigative techniques.
- Knowledge of the use and function of police, court, and Windows operating system.
- Skill and knowledge of typewriter keyboard.
- Skill in operating a digital equipment, scanners, CD/DVD/Blu-ray players, etc.

- Skill in the use of many common office machines and personal computers.
- Skill in oral communication to deal with persons both on the phone and in person who are under stress or who are potentially violent.
- Skill in the drawing of crime scene diagrams
- Must be able to manage an investigative caseload and to work independently as necessary.
- Receives verbal and written requests for investigations from attorney and support staff and must respond in both oral and written form.
- Must communicate in all facets of job by oral and written communication

WORKING CONDITIONS

- Work is performed in a modern office setting. May also be subject to physical danger when in the field while serving subpoenas and locating witnesses

PHYSICAL REQUIREMENTS

- **Climbing/Balancing** – Must be able to balance oneself sufficiently to maintain body equilibrium and prevent falling while moving up and down ladders, stairs, stools, and the like, to complete various assigned tasks.
- **Crawling** - Must be able to move about on hands and knees or hands and feet, to complete various assigned tasks.
- **Crouching/Kneeling** – Must be able to crouch and/or kneel sufficiently to complete various assigned tasks.
- **Grasping/Handling** – Must be able to extend arm(s) and hand(s) in any direction sufficiently to pick up, hold, and/or otherwise work with an object, using one's hands to complete assigned tasks.
- **Hearing** – Must be able to have normal conversations and two-way radio/telephone communications; must be able to receive detailed information through oral communication, and to make the discrimination in sound, to complete various assigned tasks.
- **Lifting** - Must be able to occasionally lift up to 100 pounds of equipment and supplies, to complete various assigned tasks.
- **Mental Acuity** - Must be able to make rational decisions through sound logic and deductive processes, to complete various assigned tasks.
- **Pushing/Pulling** – Must be able to sufficiently haul, tug and/or push objects weighing up to 100 pounds, using one's arms, to complete assigned tasks
- **Repetitive Motion** - Must be able to repetitively move and/or motion using one's wrists, hands, and/or fingers, to complete various assigned tasks.
- **Sitting** – 55% of the time – Must be able to sit for long periods of time to complete various assigned tasks.
- **Speaking/Talking** – Must be able to speak English clearly to convey detailed or important spoken instructions to other workers accurately and concisely.

- **Standing** – 20% of the time – Must be able to stand while completing various assigned tasks. Particularly for sustained periods of time.
- **Stooping** – Must be able to sufficiently bend one’s body down and forward, requiring full motion of the lower extremities and back muscles, to complete various assigned tasks.
- **Visual Acuity** – Must be able to sufficiently to operate motor vehicles, heavy equipment, miscellaneous handheld tools, to complete various assigned tasks.
- **Walking** – 25% of the time – Must be able to walk between workstations and to wait on the general public.