

Investigator

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult protective service work investigating crimes, preparing reports, executing warrants and subpoenas, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Deputy. Occasional oversight is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Performs investigative work involving felonies, gross misdemeanors and misdemeanors; conducts follow-up investigations as necessary, using both reactive and proactive methods.
- Organizes information to maintain records and prepares detailed, complete, clear and concise reports.
- Prepares and executes search warrants and subpoenas; provides expert testimony to the court; works with the County Attorney's office through the processes.
- Collects, preserves and submits evidence to the state crime lab from crime scenes including photographs, DNA and fingerprints.
- Interviews child victims of sexual and physical abuse through the forensic interview process; performs and oversees forensic electronic device examinations as required.
- Manages, controls, directs and supervises deputies and other subordinates at crime scenes; controls the custody and treatment of prisoners and their property.
- Maintains the database for predatory offenders and coordinates with the BCA to maintain accurate records for each individual as well as locate non-compliant offenders.
- Patrols the County and responds to general calls for service at the direction of the Sheriff.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of search warrants and subpoenas, excel spreadsheets involving timesheets and scheduling, State of Minnesota Criminal History Reports, Minnesota Criminal Statutes, crime scene diagram and mapping software, forensic evidence software; comprehensive knowledge of case/records management report system - Shield, State Accident Report, Medical Examiner Reports; ability to operate patrol vehicles, snowmobiles, firearms, patrol boats, emergency vehicles; comprehensive knowledge of recording devices, covert surveillance systems, GPS devices, cell phones, laptop computers, mapping software; ability to make arithmetic computations, ability to convert grams, kilograms and ounces, ability to read financial reports, bank statements, deposits and audits; ability to remain tactful and courteous in stressful conditions; ability to analyze situations; ability to communicate effectively both orally and in writing.

Education and Experience

Associates/Technical degree with coursework in Criminal Justice or Law Enforcement, or related field and considerable experience as a patrol officer, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

CPR Certification
Peace Officers Standards and Training (POST) License
Emergency Medical Responder
Advanced Supervision and Management Training
Advanced Investigative Case Management training
Special Weapons and Tactics
Firearms Training
BCA/CAD Mobile Access
Emergency Management Training
Field Training Officer Training
Forensic Interview Training
Interrogation and Interview Training
Crime Scene Processing
Valid driver's license in the State of Minnesota.