



JOB DESCRIPTION

JOB TITLE: Investigator I

JOB CODE: 2280

DEPARTMENT: Sheriff

FLSA STATUS: Non-Exempt

REPORTS TO: Sergeant

SUMMARY OF JOB PURPOSE

Investigates assignments in felony, gross misdemeanor and misdemeanor cases; gathers and analyzes evidence; interviews witnesses, suspects and victims; identifies suspects; presents findings sufficient to determine guilt; issues formal complaints.

ESSENTIAL FUNCTIONS

1. Investigates crimes and non-criminal complaints; assists with investigation on criminal activity, including homicides, drug enforcement, vice, rape, robberies (armed), larceny, and other crimes where there has been personal or financial loss.
2. Gathers, preserves, and analyzes facts and evidence; handles crime scene photography, fingerprinting and crime scene sketching; interviews victims, witnesses and suspects of criminal investigations; analyzes and evaluates statements made by witnesses, suspects, and victims.
3. Analyzes crime statistics, prepares reports, maintains records, acquires confidential information and maintains intelligence files; provides sufficient evidence for determination of guilt and issuance of formal complaints; reviews with Deputy District Attorney the elements of the crime and findings prior to filing.
4. Prepares material evidence for courtroom presentations; testifies in court on findings of the investigation.
5. Participates in undercover or covert or surveillance operations and develops leads on criminal behavior; develops informants and personal contacts in the community to obtain information on criminal offenses; maintains public contact with casinos, businesses and adult and juvenile groups to develop intelligence regarding criminal activities; apprehends suspects and criminals.
6. Reviews incident and crime reports prepared by the Deputy Sheriffs and conducts thorough investigations following the preliminary investigation.
7. Speaks before citizens and citizen's groups; participates in various in-service training; communicates with other law enforcement personnel in various agencies and with the District Attorney's office; participates in investigation of other police/law enforcement jurisdictions.
8. May assist in internal police investigations, police hiring boards, employee background investigations, and training of officers; performs other law enforcement duties of Deputy Sheriff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Investigator I

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and a minimum of three (3) years experience in a law enforcement position similar to or at the level of Deputy Sheriff.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry to every-day situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles, methods and procedures of criminal investigation and identification; criminal law regarding apprehension, arrest and prosecution of persons committing misdemeanors and felonies, including the presentation of evidence in criminal search and seizure; preparation and presentation of evidence in criminal cases; police science, including patrol, crime prevention and juvenile delinquency; and laws governing custody of persons.

Ability to establish contacts from which information can be obtained; establish cooperative working relationships with officers of other law enforcement agencies, officials and the public; conduct interviews and interrogations effectively; gather, assemble and analyze/evaluate facts and evidence and draw logical conclusions; write clear, concise and comprehensive reports; and interrogate suspects, complainants and witnesses skillfully.

Intermediate proficiency level utilizing Microsoft Office applications, such as Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Intermediate Nevada Peace Officer Standards and Training certification (POST), and Driver's License, with an acceptable driving record.

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee

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JOB DESCRIPTION

Investigator I

occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in internal and external environments with possible exposure to inclement weather, varying temperatures, wet and/or humid conditions, moving mechanical parts, and fumes or airborne particles; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases. Must be able to wear a bullet proof vest and handle all safety concerns of the department.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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