



JOB DESCRIPTION

JOB TITLE: Special Victims Investigator – Grant Funded

JOB CODE: 3610

DEPARTMENT: District Attorney's Office

FLSA STATUS: Non-Exempt

REPORTS TO: Investigator Specialist II/District Attorney

SUMMARY OF JOB PURPOSE

Conducts investigative services for the District Attorney's Office as part of the Douglas County Special Victims Response Team. Investigative duties will focus on crimes related to domestic violence, dating violence, sexual assault, and stalking.

ESSENTIAL FUNCTIONS

1. Performs criminal investigations focusing on crimes of domestic violence, dating violence, sexual assault, and stalking; reviews and evaluates complaints from victims; interviews witnesses, suspects, and other interested persons; collects evidence and compiles information.
2. Responds to incidents of domestic violence within 12 hours of occurrence when arrests are made; acts as a single point of contact for victims of domestic violence, dating violence, sexual assault, and stalking; communicates with the complainant or victim periodically to appraise him or her of the state of the investigation. Coordinates the response of available social services to victims of domestic violence, dating violence, sexual assault, and stalking.
3. Works with multiple agencies including Douglas County Sheriff's Office, Douglas County Department of Alternative Sentencing, The Family Support Council of Douglas County, and the Partnership for Community Resources.
4. Retrieves and reviews police reports, lab reports, medical records, witness interviews, databases, criminal histories, court documents, and other similar information from criminal justice agencies.
5. Prepares accurate, thorough, and timely investigative reports; records progress of investigations and maintains informational files on crimes and suspects; prepares and serves search and arrest warrants; makes arrests.
6. Effectively communicates with individuals in both formal and informal settings; testifies under oath in court or before an administrative agency regarding investigative findings, assist victims during court process.
7. Satisfactorily meets minimum standards for a Nevada Peace Officer including firearm qualification, defensive tactics, continuing education, and physical fitness examinations.
8. Regularly updates immediate supervisor and prosecutors as to progress of investigations. Seeks instruction and/or direction from co-workers and supervision regarding investigations when necessary. Assists in maintaining necessary statistical information required for grant project reporting.

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.



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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.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and a minimum of five (5) years law enforcement experience with at least two (2) of those years focused on investigative work. Bachelor's Degree in Criminal Justice, Law Enforcement, or other closely related field preferred. Must be able to pass a comprehensive pre-employment background investigation. Must be capable of passing physical fitness examination required for Nevada Peace Officers as detailed in Nevada Administrative Code.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to calculate figures and amounts; ability to calculate and apply concepts of statistical analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; 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 modern practices and methods used in crime detection and criminal investigation; acquisition and presentation of evidence; legal rights of citizens and service of legal process; basic court procedures; interviewing techniques; basics of human behavior and social organization; ability to deal with citizens and officials under conditions requiring tact and good judgment; think and act quickly in emergency situations; maintain confidentiality of information; skill in the use and care of firearms, and commonly used law enforcement equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; current Nevada Category I or Category II P.O.S.T. Certificate.

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.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds and occasionally lift, carry, and/or use physical force or exertion in excess of 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee may be involved in the use and/or application of reasonable force as necessary and in order to discharge certain duties in accordance with the law and departmental policies. The employee will be required to regularly pass a minimum standards physical fitness examination requiring the ability to perform a 14 inch vertical jump, complete not less than 15 sit-ups in 1 minute, complete not less than 18 push-up, run 300 meters in not more than 77 seconds, and walk and/or run 1.5 miles in not more than 17 minutes and 17 seconds.

WORKING ENVIRONMENT

May be required to travel and/or work irregular, unusual hours; will be subject to a rotating schedule of a 24 hour on-call status; exposure to outside weather conditions while performing field duties.

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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