



CLASS SPECIFICATION

Class Title: Investigations Bureau Chief
Department: Attorney

Class Code: 832
Eff. Date: 12/11/2009
Grade: 28

GENERAL PURPOSE

Under general guidance and direction from the County Attorney, performs administrative, supervisory, and complex criminal and civil investigative duties.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Hires and supervises employees in the investigations unit. Ensures proper training of personnel; assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; addresses employee performance problems; determines and initiates disciplinary action as necessary or as directed by the County Attorney.

Coordinates, conducts, and supervises investigations for criminal and civil cases initiated by the County Attorney's Office; assess status of prosecutions in terms of scope and complexity of investigations.

Assists with complex and sensitive investigations as requested by local law enforcement agencies.

Coordinates with federal, state, and local law enforcement agencies to resolve crimes.

Assists prosecutors with pre-trial and pre-hearing preparations. Reviews cases scheduled for prosecution to determine completeness of information, adequacy of evidence, and general preparedness of cases. Reviews cases to determine if facts warrant the charges made, if witnesses' testimony is sufficient, if proper witnesses have been subpoenaed for hearings; coordinates continued investigation on insufficient cases with other law enforcement agencies.

Conducts investigations on civil and criminal cases including complex white-collar crimes, securities fraud, and financial transaction crimes; interviews victims, witnesses, suspects, etc.

Investigates incidents involving police officers, Davis County Critical Incident Protocol, conflict cases at the request of other agencies, or as directed by the County Attorney.

Provides criminal intelligence information to local law enforcement agencies as necessary.

Performs Internal Affairs investigations for Davis County and other police agencies as requested.

Responds to urgent situations and make arrests; transports witnesses, inmates and criminals to and from the jail and/or court.

Staffs cases with attorneys; determines best approach to solution of cases; presents testimony in court.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent plus eight (8) years of full time peace officer experience on a police force, three (3) years of which must have included full-time investigative police experience, or an acceptable combination of education and experience. Preference given for supervisory or lead experience, and for college coursework in police science, criminology, criminal justice, or a closely related field.

2. Special Qualifications:

Must be POST certified as a full-time Law Enforcement Officer (LEO) with the State of Utah; must complete the required training hours to maintain certification.

Must pass a Davis County Attorney's Office background investigation.

Must pass the Davis County Sheriff's Office Physical Fitness Standard prior to employment and for POST certification.

May be required to furnish personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: civil and criminal law, case law precedents; the legal and criminal justice systems; court procedures and rules; investigative techniques and processes; interviewing techniques; legal processes and procedures; principles, theories, and practices of law enforcement. Working knowledge of effectively supervisory principles and practices.

Skill in: problem solving and decision making, reading, writing, and interpersonal communication.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: supervise, assign, and evaluate the work of others; apply legal principles and knowledge to cases; exercise initiative and sound judgment in determining appropriate methods for investigating cases; respond appropriately under conditions of stress; maintain strict confidentiality, and handle stress related to highly confidential, sensitive, and complex information; organize facts, analyze evidence and apply precedents of legal issues; organize information in a clear and concise manner; read, interpret and apply laws, rules, regulations, policies and procedures; provide testimony in court; compose and present legal reports and related documents; work effectively under deadline pressures; work for sustained periods of time maintaining concentrated attention to detail; make arrests; transport inmates/criminals; communicate via two-way radio; lift, carry, push, pull or otherwise move objects weighing up to 40 lbs.; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, law enforcement agencies, court personnel, other agencies and the general public.