

Position Title: Criminal Justice Investigator  
Department: Investigations Division  
FLSA Status: Included  
Class: 5662  
Pay Grade: 79  
Prepare Date: 10/20/2015

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The primary responsibility of an investigator is conducting investigations in order to assist attorneys in providing quality representation and defense to indigent clients. This includes, but is not limited to, the following:

- Conduct investigations by collecting information, interviewing, researching, and following investigative leads from a variety of sources;
- Coordinate closely and communicate effectively with supervisors, attorneys, and staff to fulfill investigative requests in support of thorough and proper representation of clients;
- Identify, locate, and interview potential defense witnesses, as well as prosecution and expert witnesses;
- Photograph evidence and crime scenes, prepare diagrams/charts/graphs;
- Conduct computer-based and hands-on research pertinent to investigation requests and complete background investigations;
- Document work performed in electronic case files;
- Prepare clear, concise, grammatically correct and detailed reports to document all aspects and explain the results of the investigation(s) performed;
- Review discovery and case file, analyze information, and provide recommended plan of action for investigation(s) to assist attorneys and client;
- Analyze reports and investigations of law enforcement officials;
- Interview and obtain witness statements;
- Conduct interviews of incarcerated witnesses and clients;
- Serve subpoenas;
- Testify in court;
- Transport witnesses and/or clients;
- Utilize and document work in electronic case files in CJIS;
- Perform related work and other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

There are no supervisory responsibilities association with this position.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this documents are representative of the knowledge, skills, and/or abilities required.

Knowledge, Skill, and/or Ability to:

- Display high standards of ethical conduct;

- Maintain a professional appearance and demeanor at all times;
- Demonstrate strong work ethic and commitment to the mission of this Agency;
- Demonstrate professional ethics relating to confidentiality, attorney-client privilege, and relationships;
- Maintain composure and perform effectively under stressful conditions;
- Manage time and utilize resources effectively;
- Exhibit strong analytical skills including the ability to research, organize, schedule, analyze, and present investigative findings;
- Manage multiple assignments and projects simultaneously, including long- and short-range projects;
- Work independently as well as work effectively with team members;
- Establish and maintain effective working relationships with others;
- Respect time and assistance of others;
- Have the skills to communicate effectively with people of various backgrounds, education levels, and cultural diversity, using both verbal and non-verbal communication skills;
- Conduct effective interviews;
- Communicate effectively and professionally with clients, staff, witnesses, the public, and others;
- Demonstrate and utilize knowledge of investigative techniques, interviewing skills, and observation techniques;
- Plan, organize, and coordinate work assignments by prioritizing and meeting deadlines;
- Identify problems, determine accuracy and relevance of information, use sound judgment to generate solutions and evaluate alternatives, and communicate recommendations;
- Know and understand Florida Statutes and laws as they relate to criminal offenses;
- Know and understand theories and practices of criminal defense;
- Understand the criminal justice and court system and exhibit familiarity with legal terminology;
- Understand and apply relevant rules, regulations, policies, and procedures of this as well as related agencies;
- Maintain well-documented case files;
- Operate office equipment, cameras, video and digital recording equipment, utilize computer systems including Microsoft Word, Office, Excel, Power Point, and Outlook, voice recording devices, digital and video cameras, scanning, and copying;
- Write in a clear, articulate, and accurate manner using proper and correct English grammar, spelling, and punctuation;
- Follow written and oral instructions and procedures;
- Travel to various locations through the Circuit for assignments, field work, and/or training.

**EDUCATION AND/OR EXPERIENCE:**

- Graduation from an accredited four-year college or university in a criminal justice related field;
- Hold a minimum of 4 to 5 years experience in investigations or law enforcement;
- Or an equivalent amount of training and experience.

#### **LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret investigation requests, technical procedures, criminal history records, and other reports.
- Demonstrate the ability to write reports, correspondence, timelines, and analysis of documents;
- Demonstrate the ability to present oral testimony in court;
- Demonstrate the ability to effectively communicate with clients, witnesses, and others, including people of various backgrounds, education levels, and cultural diversity, using both verbal and non-verbal communication skills.

#### **MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY:**

- Must be able to carry out written and oral instructions furnished in a variety of forms;
- Must be able to evaluate problems, isolate key issues, identify resources, research, and develop alternative solutions.

#### **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to be mobile, drive, speak, hear, and stand for extended periods of time.
- The employee is frequently required to sit and reach with hands and arms;
- The employee must occasionally lift and/or move up to 10 pounds;
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

#### **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Valid Florida Driver's License;
- Notary or eligibility to obtain Notary License;

#### **WORK ENVIRONMENT:**

- The noise level for this position is moderate;
- Work environment while conducting field work is varied.

**EQUIPMENT UTILIZED:**

- Personal and desktop computers, printers, copiers, scanners, telephones, calculators, cell phones, camera, recording equipment, CD/DVD burner, including technological advancements as necessary for Agency purposes.

This position description in no way states or implied that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee shall possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities. Employees of the Office of the Public Defender are at-will employees. This document does not create any employment contract, implied or otherwise, and may be revised or rescinded at any time due to operational necessity and at the sole discretion of the Public Defender.

I acknowledge that I am capable of performing each of the Essential Duties and Responsibilities. I am able to meet the Physical Demands as described or I will otherwise *immediately* inform my supervisor and Human Resources to process a formal request for Reasonable Accommodation according to ADA Regulations.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_