



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Chief Investigator, Prosecuting Attorney	NEW: X	REVISED: _____
		(Please check one)
REPORTS TO: Prosecuting Attorney	FLSA: Exempt	DATE: 10/11
DEPARTMENT: Prosecuting Attorney		JOB CODE: 200

DEFINITIONS:

With limited supervision, plans, organizes the investigations and crime victim assistance units, conducts investigations for the Prosecuting Attorney's Office and assists in preparing cases, evidence and witnesses for trial.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervises employees in the Investigation and Witness Units; interviews, hires, and trains new employees; plans, assigns, and directs work; appraises performance.

Serves as liaison between Prosecuting Attorney's Office and law enforcement agencies; obtains criminal histories and prior convictions to determine defendants' records; monitors and transports physical evidence and exhibits for the Court; maintains the Evidence Room for the Prosecuting Attorney's Office; prepares the Jury Book and assists with Jury selection; attends autopsies on death investigations; transports evidence to and from Missouri State Highway Patrol.

Notifies Department of Corrections of the last known address for crime victims; prepares visual aids for trials; handles and operates a firearm; operates a motor vehicle; reviews major cases which include murders, robberies, assaults, and sex crimes; assists in the development plan for prosecution which includes the selection of witnesses and preparation of evidence for presentation.

Organizes and prepares evidence for cases; assists prosecuting attorneys in preparing cases; interviews witnesses and victims to assist them in preparation for testifying in court; interviews defense witnesses in preparation for the prosecution's response; retrieves evidence from various Boone County law enforcement agencies for trial and maintains security and custody of items.

Participates in trials; analyzes information gathered by investigation and prepares reports of findings and recommendations

KNOWLEDGE AND SKILLS:

1. Considerable knowledge of the principles and practices of law enforcement and criminal investigation.
2. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Considerable knowledge of Boone County Human Resources policies and practices.
4. Considerable knowledge of the criminal justice system in the State of Missouri.
5. Considerable knowledge of the court system in the State of Missouri.
6. Skill in reading, analyzing and interpreting police reports and legal documents.
7. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
8. Skill in hiring, training managing and evaluating staff.

MINIMUM QUALIFICATIONS:

Possession of Missouri Peace Officer Certification; high school diploma or GED, and five years experience in law enforcement and investigations, including three years supervisory experience; must have clear criminal record (excluding traffic violations).

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)