



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Investigator, Prosecuting Attorney	NEW: X	REVISED: _____
	(Please check one)	
REPORTS TO: Chief Investigator, Prosecuting Attorney	FLSA: Non-Exempt	DATE: 10/11
DEPARTMENT: Prosecuting Attorney		JOB CODE: 400

DEFINITIONS:

With general supervision, plans, organizes and 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.)*

Assists prosecuting attorneys in preparing cases for court; conducts follow-up investigation for cases filed by the prosecutors; initiates investigation of crimes reported to the Prosecuting Attorney's Office.

Reviews major cases which include murders, robberies, assaults, and sex crimes; assists in the development plan for the prosecution; interviews witnesses; writes reports; collects and handles evidence; serves subpoenas; prepares diagrams and exhibits for court; photographs crime scenes; assists in jury selection; testifies in court.

Participates in trials; analyzes information gathered by investigation and prepares reports of findings and recommendations; handles and operates a firearm; operates a vehicle.

Briefs and introduces new police officers to office personnel and explains their different roles; maintains ongoing contact with local law enforcement agencies; handles difficult persons who arrive in the Office with a complaint; maintains contact with the defense attorneys for disclosure purposes.

KNOWLEDGE AND SKILLS:

1. Considerable knowledge of the principles and practices of law enforcement.
2. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Considerable knowledge of the policies and practices of the Boone County Sheriff's Department.
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 interviewing witnesses and victims.
7. Skill in reading, analyzing and interpreting police reports and legal documents.
8. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

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

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)