



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Criminal Investigations Specialist</u>	NEW: <u>X</u>	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Prosecuting Attorney's Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 600	

DEFINITIONS:

With general supervision, provides administrative support for prosecuting attorneys by checking criminal histories and arrest warrants, preparing defendant information, drafting correspondence, jury instructions and witness lists, and performing related research.

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.)*

Conducts criminal history checks on arrests and warrant requests by reviewing historical wants, warrants, missing, stolen or criminal records; verifies fingerprint Offense Cycle Numbers for criminal history data; processes and prepares defendant information and forwards to the assigned attorney or Chief Investigator for review.

Handles all incoming and outgoing correspondence; composes and/or types routine replies to letters and other general correspondence; prepares and forwards disclosures to defense attorney upon request; drafts and types jury instructions, witness and exhibit lists; types and proofreads formal charges to be filed, motions, responses, letters and other legal and court-related documents.

Creates and maintains confidential files and filing system for court files; maintains separate criminal filing system; assembles dockets and prepares any court documents required; prepares criminal dismissals and graduation documents for individuals completing and graduating from the Drug Court Program.

Serves as MULES Terminal Agency Coordinator; schedules training, monitors compliance, monitors the release of information regarding criminal history, distributes current information to persons with access to the MULES Network, and assists with questions or problems related to MULES access or inquiries.

Receives, processes and distributes laboratory reports; assists with requests for evidence destruction; types petitions for destruction and orders to destroy.

Provides secretarial support to Prosecuting Attorney and to multiple assistant prosecutors; maintains Secretarial Instruction Book and Victim Response Team Handbook; provides training for new office support staff; provides coverage for office staff when absent or on vacation.

KNOWLEDGE AND SKILL:

1. Good knowledge of applicable federal, state and local statutes, ordinances and regulations.
2. Good knowledge of the criminal justice system in the State of Missouri.
3. Good knowledge of the court system in the State of Missouri.
4. Skill in reading, analyzing and interpreting legal documents.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in the use of a personal computer.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five years secretarial/office management experience; ability to type 55 wpm; ability to complete the Missouri State Highway Patrol's Criminal History Inquiry School within the first three months of employment.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)