



Allen County Job Descriptions

INVESTIGATOR

Department: Public Defender's Office
Classification/Level: PAT - IV

FLSA Status: Non-exempt
Date: 6/30/2014

Under the direction of the Executive Director, the Investigator is responsible for evaluating the indigency of defendants by determining finances for eligibility for Public Defender services and for working with attorneys to ensure that defendants receive proper representation in the court system. This position is covered under the Circuit Court Employee Handbook. This is an employee-at-will position.

ESSENTIAL FUNCTIONS:

- Responsible for obtaining client's version of offense, including names and addresses of potential witnesses.
- Prepares investigative reports for the Public Defender attorney.
- Locates and interviews potential crime witnesses. Conducts police record checks, address verifications and photo identifications. Obtains written or recorded statements, photos of crime scenes, serves subpoenas and/or updates concerned parties on court proceedings
- Assists Deputy Public Defenders at case trials, including monitoring witnesses, instructing and preparing them for testimony and ensuring their availability during court proceedings. Testifies in court as required.
- Prepares a variety of reports and documents required for trial preparation, including supplemental reports on all field work assignments.
- Forwards all case documentation to attorneys and completes all requests for additional information.
- Responsible for maintaining communication with Court personnel, other county departments, law enforcement agencies, and a variety of social and health organizations to coordinate with proceedings and requests to provide case-related information.
- Works irregular work hours and extended hours as required by individual cases and situations.
- Determines need for juvenile and/or medical records, prior criminal history and other issues required by individual cases.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- Bachelor's Degree in Criminal Justice or related field and more than a year's experience in law enforcement, criminal justice or related field
- Valid Driver's License in order to drive to and from investigations
- Working knowledge of Public Defender's Office and related legal proceedings with the ability to effectively coordinate investigations/intake operations, prepare cases and assist Deputy Public Defenders as individual situations demand
- Working knowledge of all legal codes, statutes and ordinances applicable to Public Defender services
- Ability to interview referrals, determine eligibility and conduct information/background interviews
- Strong verbal and written communication skills in order to effectively communicate with co-workers, personnel and officials from other government and law enforcement agencies, and members of the general public
- Strong computer skills with the ability to use Microsoft Office, Informer, Spillman and other job related software

DIFFICULTY OF WORK:

The Investigator performs work that is broad in scope and of substantial intricacy when evaluating the indigency of defendants and preparing a variety of reports and documents in preparation for trial. Judgment is required to instruct and prepare witnesses for testimony.

RESPONSIBILITY:

The Investigator provides substantial contributions in the collection of data for trial purposes, especially when locating and interviewing crime witnesses, obtaining written or recorded statements, photos of crime scenes, serving subpoenas and/or updating concerned parties on court proceedings. Purpose and desired results are set by the supervisor and work is reviewed for soundness of judgment and conformance with agency practice and policy.

PERSONAL WORK RELATIONSHIPS:

The Investigator maintains frequent contact with other County employees, personnel and officials from other government and law enforcement agencies, and members of the general public when evaluating the indigency of defendants and working with attorneys to ensure defendants receive proper representation.

WORKING CONDITIONS:

The Investigator works in and out of an office setting where the majority of time is spent sitting or walking about. Some lifting of up to twenty pounds, bending, pushing and or pulling loads and reaching overhead is required and frequent monitoring of equipment and detailed inspection exists. Very frequent typing, attention to detail, and proofreading exists. The Investigator is frequently exposed to extreme temperatures, chemicals, noises and noxious odors and is sometimes exposed to dangerous equipment.

SUPERVISION:

None

LICENSING:

None

IMMEDIATE SUPERVISOR:

Executive Director

HOURS:

Hours vary; 37.5 hours/week; overtime as required

EEO CATEGORY:

8820

WORKERS'S COMP CODE:

0103

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____