



DAVID P. FORNSHELL

WARREN COUNTY PROSECUTOR



POSITION AVAILABLE

JOB CLASSIFICATION: INVESTIGATOR

DEPARTMENT: PROSECUTOR'S OFFICE

SALARY RANGE: COMMENSURATE WITH EXPERIENCE,
PLUS BENEFITS

SCHEDULED HOURS: 40 HOURS PER WEEK
Monday through Friday 8:00 am to 5:00 pm,
and as needed

**SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION**

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD
OF TIME NOT LESS THAN SEVEN (7)
CONSECUTIVE CALENDAR DAYS BEGINNING
JANUARY 12, 2023

APPLICANTS SHOULD APPLY BY RESUME TO:

ATTENTION: Michelle Buck, Office Administrator
michelle.buck@warrencountyprosecutor.com

This position is subject to a post-offer drug screen and background check.

Applicants are required to apply for this position per the instructions outlined above. Resumes received in any manner other than directly from the applicant may not be considered.

Warren County is an equal opportunity employer

POSITION DESCRIPTION

Warren County Prosecutor

CLASSIFICATION TITLE:	Investigator
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FLSA STATUS:	Non-Exempt	EMPLOYMENT STATUS:	Full-Time
FLSA TYPE:	N/A	REPORTS TO:	First Assistant (Criminal)
CIVIL SERVICE STATUS:	Classified	UNIT:	Legal
PROBATION:	365 Days	WORK HOURS:	8:00 am to 5:00 pm and as needed

DISTINGUISHING JOB CHARACTERISTICS

Conducts investigations to collect and document case evidence and facts, and to provide information necessary for prosecution of criminal and civil cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.

1. Reviews and analyzes felony and civil case investigation records, reports, and evidence, and conducts additional investigation as needed to supplement law enforcement investigation results needed to effectively prosecute cases. Coordinates investigative efforts with law enforcement agencies. Advises police regarding search and seizure issues and direction of investigation. Reviews and drafts search warrants and visits crime scene to collect facts and evidence. Interviews witnesses, defendants, victims, and others to obtain statements.
2. Writes reports reflecting investigation results, statements, additional evidence, and other information pertinent to the case. Reviews cases with Prosecuting Attorney, First Assistants (Criminal and Juvenile), and assistant prosecutors.
3. Prepares for grand jury. Reviews cases with Prosecuting Attorney, schedules cases, and subpoenas witnesses. Reviews case files and provides discoverable information to defense attorney.
4. Testifies in court proceedings to provide information and evidence collected during investigative process and to assist in prosecuting case.
5. Prepares and presents trainings to law enforcement, schools and other professionals, and the community.

6. Reviews case facts, makes determination regarding probable cause, and recommends to Prosecuting Attorney appropriate charges to be filed.
7. Tracks felony arrests, and monitors progress to ensure that defendants are prosecuted within time limits provided by law.
8. Serves subpoenas and picks up records.
9. Apprehends and arrests, or arranges arrest, of fugitives from justice. Follows up on leads, uses available resources and locates wanted suspects.
10. Serves on Warren County Drug Task Force and other boards at the request of the Prosecuting Attorney. Logs in evidence and maintains related records. Compiles information and submits annual reports to Ohio Attorney General's Office. Participates with undercover investigations, execution of search warrants and arrest warrants. Serves as evidence custodian and testifies in court proceedings.
11. Conducts investigation of facts and circumstances surrounding pending and on-going civil and county employee disciplinary issues.
12. Performs data entry into Matrix case management system and Axon Justice evidence management system.
13. Maintains regular and predictable attendance.
14. Represents Prosecutor's Office in a positive manner to law enforcement, press, and general public.
15. Any additional duties as assigned.

SUPERVISION GIVEN AND RECEIVED

Supervised by First Assistant (Criminal).

EQUIPMENT OPERATED

Telephone, fax machine, computer, recording equipment, audio visual equipment, other standard office equipment, cellular phone, Matrix case management system, Axon Justice evidence management system, electronic surveillance equipment, firearms, handcuffs, and two-way radio.

CONTACT WITH OTHERS

Clients, victims, witnesses, court representatives, judges, defendants, attorneys, law enforcement representatives, and general public.

CONFIDENTIAL DATA

“Confidential Data” includes but is not limited to:

Matrix case management system information; Axon Justice evidence management system information; grand jury witness information; grand jury testimony; grand jury voting information, yet-to-be filed and/or secret grand jury indictment information; personal information of victims; OHLEG data; LEADS Online data; NCIC reports; medical records; police investigatory information; confidential law enforcement investigatory information; children services investigatory information, inter-office confidential information; privileged information; work product; non-public information contained in personnel files and other files such as social security numbers, financial information, medical information, personal calendar information; records sealed by a court; information not yet disseminated to the public or otherwise part of the public record; other confidential case information; and any other information not generally available to the public that was obtained by virtue of the employee’s position as a member of the Prosecutor’s Office.

WORKING CONDITIONS

The employee must negotiate, use, or work with or in the vicinity of personal protective equipment, eye and face protection, hand protection, the handling of material and supplies, human blood, or other potentially infectious materials, hazardous chemicals, and weapons. General Duty: Safe and Healthful Workplace: The employee has contact with violent or emotionally distraught persons.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

While performing duties of this job, the employee occasionally sits in and/or operates a vehicle while gaining access to various workplaces. The employee must have the ability to manipulate fingers, and extend arms when firing a weapon and performing other duties. The employee may occasionally have to physically control persons of varying weights and strengths, and may occasionally have to exert extreme physical effort during relatively short periods of time. The employee uses usual vision demands, with occasional attention to detail [e.g., during crime scene investigations] and with occasional long distance requirements. The employee normally must be able to converse verbally with the general public and others, and have the ability to hear. Vision demands include close, relatively detailed vision, with the ability to adjust focus when using computer screens.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Police and criminal justice procedures; laws of arrest; search and seizure; federal, state, and local laws; criminal rules; criminal justice system; criminology; arrest

procedures; law enforcement safety procedures; use of weapons; public relations; investigative procedures.

Standard office practices and procedures; legal terminology; computer operations; English grammar; spelling and punctuation; and Microsoft Office software.

Ability to: Physically affect arrests; defuse potentially violent people; communicate effectively, verbally and in writing; deal with persons with tact and courtesy, as well as with necessary degree of firmness; communicate effectively with members of the general public, law enforcement officers, and other persons; prepare accurate, legible, and complete records and reports; develop and maintain effective working relationships with associates, victims, witnesses, court personnel, judges, attorneys, law enforcement personnel, and general public; maintain confidentiality of confidential and sensitive subject matter; analyze situations, quickly identify threatening or unusual conditions, and take appropriate actions within confines of the law; effectively monitor and control prisoner behavior; be proficient with a firearm under stress.

Skill in: Safe and effective use of firearms and other weapons; use of investigative equipment; operation of computer; word processing.

QUALIFICATIONS

Minimum of three years full-time or five years part-time experience in law enforcement position or related field, and appropriate education and training may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Completion of Ohio Peace Officer Training Course, three years in full-time law enforcement position, and possession of required certifications and licenses.

To serve as an investigator for the Warren County Prosecutor's Office, an employee:

1. Shall be a peace officer as defined by R.C. 109.71;
2. Shall hold an Ohio Peace Officer Training Commission certification demonstrating completion of basic training programs; and
3. Shall be employed by a political subdivision of the state.

A Prosecutor's Office investigator shall abide by the policies and procedures and/or rules and regulations of the political subdivision employing the investigator as a peace officer. To the extent that the policies and procedures and/or rules and regulations of said political subdivision conflict with the policies and procedures of the Warren County Prosecutor's Office, or the Warren County Prosecutor's Office has implemented policies and procedures governing a similar aspect of the investigator's employment, the policies and procedures of the Prosecutor's Office shall supersede the policies and procedures and/or rules and regulations of the political subdivision.

Ability to document identity and employment eligibility within three days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Complete satisfactory background check and drug test.

LICENSURE OR CERTIFICATION REQUIREMENTS

Ohio Peace Officer Training Commission and current firearms certification.

Maintain valid Ohio driver's license.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's appointing authority, supervisor, or designee.

MANAGEMENT APPROVAL

Prosecuting Attorney

_____/_____/_____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

I have reviewed and understand the most current copy of the Warren County Personnel Policy Manual, and any additional policies adopted by the Warren County Prosecuting Attorney.

Employee

_____/_____/_____
Date