

Hendricks County
Job Description

Title: Investigator

FLSA Status: Non-Exempt

Department: Public Defender

Pay Band: PAT 4

Supervisor: Chief Public Defender

PURPOSE OF POSITION:

The purpose of this position is to assist the Chief Public Defender as an Investigator. The candidate will be primarily responsible for investigating and gathering potential evidence regarding criminal complaints and cases filed against clients of the Hendricks County Public Defender's Office.

ESSENTIAL FUNCTIONS:

- Investigates criminal complaints and cases filed against clients of the Hendricks County Public Defender's Office by interviewing witnesses, collecting and assembling potential evidence, and all pertinent information.
- Collects evidence for testing and review from law enforcement agencies and other sources
- Prepares evidence, case reports, third-party lab results, and demonstrative evidence for assisting public defenders in trial preparation
- Assists public defenders in preparing for jury/bench trials
- Security as needed in office
- Properly and neatly maintains their assigned work areas and equipment
- Develop and maintain investigative working relationships with other agencies and exchanges information as necessary when appropriate
- Write reports or case summaries to document investigations
- Identify case issues and evidence needed, based on analysis of charges, complaints, or allegations of law violations.

NON-ESSENTIAL FUNCTIONS:

- Performs other duties as assigned

EDUCATION AND QUALIFICATION REQUIREMENTS:

- High school diploma or GED
- Basic computer skills

- Ability to obtain and maintain a valid Indiana driver's license
- Ability to effectively and tactfully deal with other individuals, including criminal defendants
- Ability to attend and receive certification in required investigative schools and seminars
- Excellent organizational skills
- Ability to communicate well, both verbally and in written format
- Knowledge of Indiana laws
- Ability to maintain confidentiality on all levels involving both internal office matters and client matters
- Ability to use proper English grammar
- Attention to detail
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, drug-free workplace, and personal conduct.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons
- Ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions
- Ability to work independently, ability to prioritize and adapt to immediate priorities as they may arise
- Ability to utilize basic investigative methods involved in gathering and handling evidence
- Law enforcement training/experience
- Previous management and/or supervisory experience
- Willing to submit to an extensive background investigation

SOFTWARE UTILIZED:

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Odyssey (State of Indiana Electronic Court Management System)
- Dropbox

RESPONSIBILITY:

Incumbent receives both written and oral instructions about assignments, but must use independent judgment and problem solving skills to carry out assignments. The extent and detail of instruction varies by assignment. Supervisor is consulted before deviating from established or generally observed policy, and is available for consultation. Errors in work can result in failure to obtain or lose potential evidence, possibly resulting in a miscarriage of justice. Legal guidelines must be carefully observed. Incumbent is solely responsible for utilization of proper procedure.

WORKING RELATIONSHIPS:

Working relationships are with the Chief Public Defender, associates within the Office of the Chief Public Defender, other departments within Hendricks County and the State of Indiana, law offices, other attorneys, the Hendricks County Prosecutor's Office, and the public for the purpose of furnishing and receiving information for investigative purposes.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is divided between office and field investigations. Incumbent is required to travel by vehicle to and from crime scenes in all weather conditions.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Investigator for the Office of the Chief Public Defender describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

_____ YES _____ NO

DATE: _____

Applicant/Employee signature

Printed or Typed Name