

**JOB POSTING - INVESTIGATOR
 DELAWARE COUNTY PUBLIC DEFENDER'S OFFICE
 POSITION AVAILABLE: IMMEDIATELY
 APPLY THROUGH JULY 10, 2024**



**Delaware County
 Job Description**

New Job Title	Investigator		
Department	Public Defender's Office		
Supervisor	Chief Public Defender/Office Administrator		
Work Schedule	8:30 am – 4:00 pm, M-F	Status	Full-time
FLSA Status	Nonexempt, Comp/OT Eligible	Position Type	Hired
Job Category	COMOT (Clerical-Comp, Office Machine Operations, Technician)	Effective Date	Upon Approval by County Council

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Relationships

Reports to: Chief Public Defender, Deputy Public Defenders, Chief Office Administrator
 Subordinate Staff: Interns
 Other Internal Contacts: Courts, Probation, Prosecutor/Deputy Prosecutors, Community Corrections, Jail Staff
 External Contacts: Local, state and federal law enforcement, clients general public, victims, witnesses, and outside attorneys & their staff

Job Summary

Primarily responsible for case investigation, analysis, and preparation and the service of subpoenas. Works under policy guidelines established by the Chief Public Defender, normally performing duty assignments using methods and procedures at his/her discretion, limited only by administrative and legal policies and authority. Secondary responsibilities include assisting with administrative duties in the Public Defender's Office, including answering the phone and greeting visitors, exhibit preparation, document generation, delivering correspondence, and facilitating the viewing of discovery for incarcerated clients where necessary.

I. JOB DUTIES:

A. Investigations for Cases assigned to the Public Defender's Office.

1. Receives investigative assignments directly from the Public Defender to which a case has been assigned.
2. Prepare discovery material for delivery to Prosecutor's Office where appropriate.
3. Review body camera footage personally (and with client / counsel, where appropriate).
4. Review jail calls made by inmates for evidentiary value when received in discovery.
5. Case follow-up and file management.
6. Assist Public Defender with trial preparation
7. Attend trials in support capacity when requested.
8. Respond to telephone inquiries regarding investigations/case status, and witness interviews.
9. Coordination with law enforcement where appropriate.
10. Handle all relevant tasks associated with the closing of a case whether by trial, plea, and/or dismissal.

B. Research and Education.

1. Attend recommended training and education where appropriate to stay current on trends and developments in the areas of criminal law and investigation.
2. Work to develop legal research skills to assist Public Defenders in research-related tasks and case strategy.

C. Front Desk and Assistance to Other Office Staff.

1. Provide ancillary support in answering phones, and greeting visitors to the office whenever necessary given work volume of the Investigator and others in the office.
2. Assist office staff in document preparation, printing, and delivery where appropriate.

D. Miscellaneous.

1. Tasks assigned by the Chief Public Defender, Deputy Public Defenders, or the Chief Administrative Officer.

II. JOB REQUIREMENTS:

A. Generally.

1. High School Diploma. Associate's Degree or equivalent experience preferred.
2. Experience in Law Enforcement, preferably as a graduate of the Indiana Law Enforcement Academy, with investigatory experience.
3. Possession of or ability to obtain/retain First Aid and CPR certification.
4. Must be at least 21 years of age.
5. Ability to meet all department hiring and retention requirements.
6. Thorough knowledge of criminal investigative techniques, and ability to effectively apply evidence collection/preservation techniques and to appropriately receive, maintain, and account for articles received in evidence.
7. Working knowledge of court system and operations, including laws and legal terminology, administrative regulations, and official court policies and practices.
8. Ability to apply appropriate procedures to assigned duties accordingly.
9. Working knowledge of community geography.
10. Working knowledge of and ability to use all assigned department equipment including computer, keyboard, calculator, camera, vehicle, radio, binoculars, voice recorders, video cameras.
11. Working knowledge of standard office procedures and computer software programs used by the Public Defender's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
12. Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports, maintain complete and accurate case files, and plan and make public speaking presentations.
13. Ability to appropriately interview witnesses, and counsel or comfort victims and family when necessary. Ability to properly operate and maintain all assigned vehicles and equipment.
14. Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
15. Ability to provide public access to, or maintain confidentiality of, client information and case-specific information and records according to existing ethical requirements.
16. Ability to effectively communicate orally and in writing with co-workers, other County departments, witnesses, clients, court staff, attorneys, law enforcement professionals, various state and federal agencies, and the public including being sensitive to professional

- ethics, gender, cultural diversities, and disabilities.
17. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
 18. Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.
 19. Ability to work alone with minimum supervision and with others in a team environment, and work rapidly for long periods on several tasks at a time, often under time pressure.
 20. Ability to testify in legal proceedings/court as required.
 21. Ability to plan and layout assigned work projects and apply knowledge of people and locations.
 22. Ability to compare or observe similarities and differences between data/people/things, analyze/compile/collate/evaluate data, and make data-driven decisions.
 23. Ability to maintain knowledge of the field, including attending professional conferences, training, seminars, and workshops.
 24. Ability to regularly work extended hours and occasionally work weekends and evenings, and travel out of town for training and meetings, sometimes overnight.
 25. Possession of a valid driver's license with demonstrated safe driving record.

B. Specific

1. Knowledge of State criminal codes, court system, and Microsoft Word.
2. Knowledge of Public Defender's Office policies and procedures and general operations.
3. Knowledge of proper investigation, arrest, search and seizure and interview procedures.
4. Oral and written communication skills for interaction with numerous and varied entities and individuals.
5. Ability to understand legal documents, terms and scientific reports.
6. Ability to work under pressure.

III. DIFFICULTY OF WORK:

Incumbent applies a broad scope of laws, rules, and regulations and devises effective approaches for the defense of criminal charges in the State of Indiana. Independent judgment is needed in adapting general guidelines and accepted procedures to meet specific situations and solve complex and unusual circumstances.

IV. RESPONSIBILITY:

Incumbent performs various investigative and administrative duties, exercising judgment to properly assess and resolve non-routine problems. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through supervisory review, legally defined procedures, and procedural safeguards. Undetected errors could result in court delays, embarrassment or inconvenience to co-workers, negative outcomes for clients, and endangerment to self or others.

V. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other state and County departments, witnesses, court staff, Prosecutors/Deputy Prosecutors, attorneys, law enforcement professionals, various state and federal agencies, and the public, for purposes of exchanging information, rendering service, and conducting investigations.

VI. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, courtroom, vehicle, and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, driving, lifting/carrying objects weighing under 25 pounds, keyboarding, crouching/kneeling, bending/reaching, close/far vision, hearing sounds/communication, and speaking clearly. Incumbent is regularly exposed to disturbing evidence and distraught and/or potentially violent persons. Universal health/safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment where necessary.

Incumbent regularly works extended hours and occasionally works weekends and evenings, and may travel out of town.

VII. APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for this position describes the general 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. I understand that my position serves at the pleasure of the Chief Public Defender and is "terminable at will".

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

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name

DOCUMENT HISTORY

Initial Document	Original Author: Samuel J. Beasley		Title: Chief Public Defender	
	Department: Public Defender's Office		Date Drafted: 05/30/2024	
Change History	Revision	Description of Changes	Approval Date	Approved By

The Chief Public Defender has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Chief Public Defender reserves the right to change this job description and/or assign tasks for the employee to perform, as the Chief Public Defender may deem appropriate.