

**POSITION DESCRIPTION  
FOR  
GRAND FORKS COUNTY, NORTH DAKOTA**

JOB TITLE: Investigator	JOB CODE: 2125
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Non Exempt
REPORTS TO: Chief Deputy Sheriff	
INCUMBENT: Dan Hillebrand, Larry Hoffman, Chris Smith	DATE: March 2003
APPROVED BY:	DATE:

**PRIMARY PURPOSE:**

Investigate crimes against persons and property and obtain evidence to assist the State's Attorney's office in the prosecution of defendants.

**ESSENTIAL DUTIES (Fundamental Job Duties):**

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Take charge of and supervise other law enforcement personnel at the scene of a crime. Investigate crime scenes, identify and interview witnesses, search for, gather, and preserve evidence. Obtain and process evidence, including lift fingerprints, photo crime scene, follow up on leads, and apprehend violators. Interview and take statements from victims, law enforcement personnel. Conduct background investigations and record checks on defendants in criminal matters. Develop information for search warrants and obtain search warrants. Act as coroner in his/her absence.

Investigate reports of child abuse and neglect, cooperate and coordinate investigations with proper social service agency.

Investigate crimes against minors.

Plan, organize and conduct undercover surveillance for state, local and federal agencies. Work cooperatively with other law enforcement agencies. Appear in court, present evidence and testify in criminal and civil cases. Absorb investigations begun by first responding deputies and debrief deputies, continuing to work the case.

Operate specialized investigative equipment, including specific cameras, fingerprint kits, field drug testing kits, etc. Develop and supervise confidential informants to assist in gathering intelligence and evidence, and manage the confidential informant buy fund.

Transport prisoners.

Serve civil papers including subpoenas, warrants, summons and complaints, court orders, etc.

Act in various law enforcement activities, respond to complaints and calls, including assaults, threats, burglaries, robberies, vandalism, thefts, and related investigation. Gather and prepare evidence, write reports, prepare for court and testify.

Perform administrative duties in the area of responsibility, write reports, including accident and investigative reports, and other related reports. Prepare detailed reports to prepare case for court and legal review. Prepare affidavits of probable cause and sign criminal complaints.

Perform law enforcement duties of Deputy Sheriff.

Perform other duties as assigned or apparent.

### **MARGINAL FUNCTIONS (Incidental Job Duties):**

Operate various office machines including a telephone, desktop computer, calculator and copier.

Prepare evidence and appear in court, as needed.

### **EDUCATION AND EXPERIENCE REQUIRED**

Completion of an Associate's Degree in Law Enforcement or Police Administration, plus 5-7 years of progressively responsible experience, or any combination of equivalent education and experience. Must maintain a North Dakota Peace Officers License and driver's license. Knowledge of effectively working with the public, criminal investigations, law enforcement instructor development, drug investigations and other investigations training, and problem resolution are important. Ongoing education and training is required.

### **PHYSICAL DEMANDS**

Physical requirements and environment for this position are similar to that expected in a typical to administrative and law enforcement settings, sitting, standing, eye-hand coordination, potential use of firearms, ability to move persons and work in a variety of scenes, working in a squad car, operating radar equipment, and dealing with stress, lifting at times up to 100+ lbs, more commonly to 20-50 pounds. Incumbent is likely to be exposed to various types of weather conditions.

### **DISAGREEABLE CONDITIONS**

Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust can cause discomfort and where there is a risk of injury.

Subject to rotating shift assignments, 24 hours per day, seven days per week, to 12 hour shifts, to call out and overtime.

**HAZARDS**

May be subject to enclosed environment over extended periods of time, to individuals or groups who are armed and dangerous, and to interactions in unstable environments.

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Signature

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Supervisor's Signature

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Date

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Date

Grand Forks County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.