

## BAXTER COUNTY SHERIFF'S OFFICE

### Job Opening Announcement

**POSITION:** Criminal Investigator

**OPENS:** July 6, 2017

**CLOSES:** July 14, 2017

**STARTING WAGE:** Base Wage at grade/step for Investigator position under county policy, may be increased up to 27% over base with credit for prior experience and education.

#### **GENERAL DESCRIPTION:**

Investigators perform all duties and tasks generally and customarily associated with investigative positions. These include, but are not limited to:

1. Process crime scenes and collect forensic evidence.
2. Interview victims, witnesses, and interrogate suspects and offenders.
3. Prepare affidavits for arrest warrants and search warrants, make arrests and conduct searches.
4. Create, keep, and maintain case files and associated documentation.
5. Appear and testify in any court upon proper notice to appear.
6. Keep and maintain a proper chain of custody on all items of evidentiary value.
7. Respond to crime scenes by request or when necessary, including call-outs.
8. Being sometimes subject to "on call" status when personal freedom of travel and activities is restricted or limited because of being "on call".
9. Work jointly with deputies and investigators of the Sheriff's Office and other law enforcement agencies for the identification and apprehension of offenders and the furtherance of justice.
10. Works closely with personnel from the Office of the Prosecuting Attorney, Clerks of Courts, and other similar offices and officials.

Extensive use of computer is required. Excellent inter-personal communication skills are needed, as is the ability to make accurate, concise, and thorough written records and notations.

Any current county employee interested in the position may submit a memorandum of interest to the Office of Sheriff through 4:30 PM on July 14, 2017 in lieu of an application for employment.

/s/ Sheriff John Montgomery