



Title: Civilian Investigator

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide a variety of duties related to law enforcement and crime prevention. This is accomplished by performing responsible investigative work processing and finalizing a variety of criminal cases. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|---|
| 1 | L | Perform comprehensive records checks of persons involved in criminal cases; compiling criminal history packets, which include collecting photographs, fingerprints and reports from a variety of agencies using investigative tools, and conducting database searches for any prior criminal contacts with other law enforcement agencies. |
| 2 | L | Review police reports to evaluate and assign for further investigations. Conduct detailed preliminary and follow up investigations related to traffic or criminal offenses., Conduct research and compile monthly, quarterly, and yearly crime and traffic statistics for the department, depending on assignment. |
| 3 | M | Review pawn tickets and enter them into the system as needed. Evaluates and recommends improvements in pawn process and conducts on-site audits. Research items and persons through pawn data base and other informational systems. Works with outside agencies; evaluates information and investigates closed or open criminal cases, depending on assignment. |
| 4 | S | Trains new employees and detectives regarding investigations and other types of police functions. |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements | |
|--|--|
| Experience | 2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature. |
| Education | High school graduation or equivalency. |
| Technical Skill | Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization. |
| Physical Demands | Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about. |
| Contacts | Contacts are an important part of the job as work involves internal and external contacts for the purpose of securing the understanding, cooperation or agreement of others who may not be readily disposed to cooperate, business matters are unusual or controversial and of major importance to the organization. Requires extraordinary courtesy, tact and persuasiveness to obtain the cooperation of others. Work involves frequent contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or a frequent requirement to communicate information that people do not want to hear or may find upsetting. |
| Responsibility | May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions. |
| Accountability | Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action. |
| Environment | Exposure to moderately adverse and undesirable environmental conditions. Some health and safety adverse risks. May require safety equipment and precautions. |
| Safety | Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations. |
| Reading | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Math | Basic - Ability to perform the four basic arithmetic operations (addition, subtraction, multiplication, division). Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certifications & Other Requirements | Valid Arizona Class "D" Drivers License upon hire. Full Police Department background check required, including polygraph. Attainment of Arizona State Criminal Justice Information Systems Terminal Operator Certification within 6 months of hire. |



OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with “L”- | | | | |
|---|--|---|---|--|
| Sedentary | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | O | Observing work site, observing work duties, communicating with co-workers |
| Fine Dexterity | F | Computer keyboard, telephone keypad, calculator |
| Walking | F | To other departments/offices, around work site |
| Lifting | O | Supplies, files |
| Carrying | O | Supplies, files |
| Sitting | F | Desk work, meetings, driving |
| Reaching | O | For supplies, for files |
| Handling | F | Paperwork |
| Pushing/Pulling | O | File drawers, tables and chairs |
| Climbing | R | Stairs, step stools |
| Vision | C | Reading, computer screen, driving |
| Foot Controls | O | Driving |
| Balancing | R | On step stools |
| Bending | O | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | O | Filing in lower drawers, retrieving items from lower shelves/ground |
| Hearing | C | Communicating via telephone/radio, to co-workers/public |
| Kneeling | O | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | N | Under equipment |
| Twisting | F | From computer to telephone |
| Talking | F | Communicating via telephone/radio, to co-workers/public |
| Other (specified if applicable) | | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Microsoft Office and police related software, tape recorder, dictation machine.

ENVIRONMENTAL FACTORS:

| C Continuously | F Frequently | O Occasionally | R Rarely | N Never | | D Daily | W Several Times per Week | M Several Times per Month | S Seasonally | N Never | |
|-----------------------------|-----------------|-------------------|-------------|------------|---|-------------------------|-----------------------------------|------------------------------------|-----------------|------------|---|
| -Health and Safety Factors- | | | | | | -Environmental Factors- | | | | | |
| Mechanical Hazards | | | | | N | Extreme temperature | | | | | N |
| Chemical Hazards | | | | | N | Wetness and/or humidity | | | | | N |
| Electrical Hazards | | | | | N | Respiratory hazards | | | | | N |
| Fire Hazards | | | | | N | Noise and vibration | | | | | N |
| Explosives | | | | | N | Physical hazards | | | | | N |
| Communicable Diseases | | | | | N | | | | | | |
| Physical Danger or Abuse | | | | | N | | | | | | |
| Other: | | | | | | | | | | | |

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|--|--|--|----------------------------|
| -Description of Non-Physical Demands- | | | -Frequency- |
| Time Pressure | | | F |
| Emergency Situation | | | R |
| Frequent Change of Tasks | | | F |
| Irregular Work Schedule/Overtime | | | O |
| Performing Multiple Tasks Simultaneously | | | F |
| Working Closely with Others as Part of a Team | | | F |
| Tedious or Exacting Work | | | O |
| Noisy/Distracting Environment | | | R |
| Other | | | |

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|----------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other | |
| Recreation/Neighborhood Center | | | |