



## Seminole County Sheriff's Office

### CHILD PROTECTION INVESTIGATOR

Class Spec Code: 1070  
Established Date: 08/13/2021  
Last Revised Date: 11/15/2022  
Effective: 11/18/2022

#### Salary Range

\$21.97 - \$32.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

PSYCH

#### Classified Service

No

#### General Description

Professional and administrative work involving the intervention, investigation, and case management of alleged crimes against children (including but not limited to abuse, abandonment, and neglect).

#### Typical Duties

**Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.**

Investigates allegations of abuse, neglect, maltreatment, substance abuse, and/or abandonment of children. Initiates contact and intervention to determine the safety of a child, if a crime has occurred, and/or if a child should be removed from a home pending dependency proceedings.

Conducts interviews and home studies to determine legitimacy of allegations. Explains child protection, rights, and responsibilities to children and family members. Provides information and referrals to outside community, social service, and related resources. Assesses family for Federal funding eligibility.

Attempts to locate emergency placement in cases where children have been identified as at risk. Conducts diligent searches of relatives or parents utilizing investigative tools available.

Develops, assesses, and implements case management protocols for assigned cases; Provides transportation for children in or seeking shelter placement to various locations.

Develops and presents status reports to court authorities; attends and testifies at depositions, trials or other court functions as required; prepares various specialized and statistical reports as required; develops and maintains liaison with judicial, law enforcement, schools, social, and civic organizations; prepares and maintains administrative documentation as required.

#### Minimum Qualifications

- Bachelor's Degree from an accredited college in social services, criminal justice, education, social work, psychology or related field,
- Consideration will be given to candidates who do not possess a Bachelor's Degree, but have a combination of related training and experience in other professional jobs that occur in a high-paced, high-stress environment requiring critical decision-making.
  - Examples would include four (4) years of law enforcement experience, or four (4) years of professional proven work experience (or military duty) in a profession that supports the success of the candidate in this position and an Associate's Degree or 60+ credit hours from an accredited college or university.
- Must be able to successfully complete the State of Florida Phase I Child Protective Investigator certification within six (6) months of employment and become fully certified within six (6) months of Phase I certification
- Must be available to work assigned weekends and holidays
- Must be available to cover assigned over-night on-call shifts
- Must possess and maintain a valid Florida Driver's License and demonstrate good driving habits

## **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of interviewing and counseling techniques; knowledge of county geography.

Ability to provide counseling and guidance services; to conduct and document interviews; to make recommendations concerning the documentation, processing and disposition of children at risk.

Ability to work independently without constant supervision; to communicate effectively, both orally and in writing; prepare written reports in a concise detailed manner. Ability to establish and maintain effective working relationships; demonstrate ethical and professional behavior; analyze information or situations; synthesize information and/or circumstances; and solve problems.

Ability to recall facts and/or information; describe persons, things, and/or events; to read and comprehend information; speak clearly and distinctly; and prepare written reports.

Ability to operate computer and related software; to work under conditions that may involve scenes of graphic violence; to meet stringent timeframes and make safety decisions under stressful conditions.

## **WORKING CONDITIONS**

The work environment for this position has a heavy emphasis in field investigations. Other work is performed in an office atmosphere. The incumbent may be assigned a take home vehicle.

Must be available on-call 24 hrs/day, 7 days a week. This includes being flexible to accommodate work hours, special operations and follow-up investigations

## **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Frequent standing and/or sitting for extended periods of time, walking for extended periods of time, stooping, bending, climbing stairs, required to drive an agency vehicle; constant use of a computer

**Lifting**-Able to lift 50 pounds

**Visual**-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral

**Dexterity**-Frequent repetitive motion and reaching

**Hearing/Talking**-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

**Emotional/Psychological**- Potential contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

**Special Requirements**-Ability to behave respectably and with utmost integrity even when off duty. May be assigned shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural

**Environmental**- Exposure to varied weather conditions