



## Seminole County Sheriff's Office

### SR CIVILIAN INVESTIGATOR - PART-TIME

Class Spec Code: 1070

Established Date: 01/20/2022

Last Revised Date: 02/11/2022

Effective: 11/18/2022

#### Salary Range

\$21.97 - \$32.96 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Technicians

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

PT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Specialized work responsible for receiving, processing, supervising, and controlling the investigation of various items depending on job assignment.

#### 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.***

Prepares criminal background investigations and assimilates information from multiple sources into a comprehensive package.

Assembles, compiles, and presents data, statistical information and reports as required. Collects, compiles, and distributes information from CAFÉ, CAD History, and other local databases.

Review of all case material, formulating questions for subjects and interviewing subjects. Maintains strict confidentiality.

Depending on assignment, researching Sheriff's Office general orders/policies as required.

Depending on assignment, conduct CVSA examinations.

Prepares reports providing a summary of findings, statements from subjects, and other documents pertinent to the job assignment.

Scans related documents into the electronic database and maintains proper filing systems.

Answers incoming calls and responds to emails and general inquiries.

Plan, produce and conduct programs to educate others depending on job assignment.

Act as a liaison for the agency or division; may serve as an active participant in various committees. Act as a proctor for various functions depending on job assignment.

May be required to appear in court or at hearings internally and externally.

### **Minimum Qualifications**

- Bachelor's Degree
- Four (4) years responsible experience in a personnel office environment or criminal justice work
- Consideration may be given to equivalent combination of related training, education

and experience

- Must complete advanced Background Investigation Course (must complete before being able to sign as an investigator on background summaries and an FDLE Course is required for signature on FDLE CJSTC forms) and required to become CVSA Examiner Certified by the National Institute of Truth Verification within two (2) years of employment depending on job assignment
- FCIC/NCIC Certification within six (6) months of employment
- Must possess and maintain a valid Florida Driver's License

### **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 modern methods of investigations.

Through knowledge of business English, spelling, punctuation, and modern office practices and procedures; Microsoft Office or other computer spreadsheet programs.

Ability to 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.

Ability to read and comprehend

information; speak clearly and distinctly; and prepare written reports.

Considerable ability to work independently to achieve accurate and timely results; to communicate effectively both orally and in writing; ability to maintain detailed accurate records and effective filing systems.

### **WORKING CONDITIONS**

The work environment is generally in an office atmosphere but may have some field work. Incumbent may be assigned an agency vehicle depending on job assignment. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the need of the position.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Some standing and/or sitting for extended periods of time, walking for extended periods of time; occasional stooping, bending, climbing stairs; constant use of a computer

***Lifting***-Able to lift up to 50 pounds

***Visual***-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

***Dexterity***-Frequent repetitive motion and reaching

***Hearing/Talking***-Constant requirement to hear normal speech; constant hearing on telephone; constant talking on telephone

***Emotional/Psychological***-frequent public contact; decision-making and concentration

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

***Environmental***- Limited exposure to varied weather conditions