



KOOTENAI COUNTY
invites applications for the position of:

Prosecutor Investigator

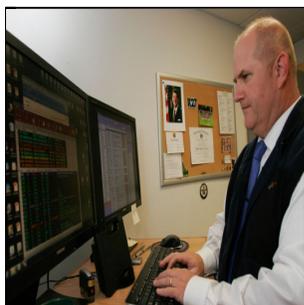
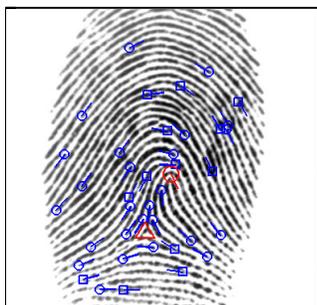
DEPARTMENT: Prosecuting Attorney's Office

SALARY: \$17.74 - \$20.40 Hourly
\$1,419.20 - \$1,632.00 Biweekly
\$36,899.20 - \$42,432.00 Annually

OPENING DATE: 11/04/16

CLOSING DATE: 11/18/16 04:00 PM

SUMMARY:



PLEASE VISIT OUR HOME PAGE: <http://www.kcgov.us/departments/prosecutingattorney/>

Prosecutor Investigator
Prosecuting Attorney's Office
Salary: \$17.74 to \$20.40/Hr/DOE
Closing Date: 11/18/16 4pm (pst)

DOCUMENTS REQUIRE: ONLINE APPLICATION, COVER LETTER AND RESUME

VETERANS PLEASE ATTACH DD214

NEEDED: This specialized position operates as a law enforcement extension of the Prosecutor conducting investigations of criminal cases and preparing cases for trial. Duties include a wide variety of investigative work and skill sets ranging from the review of complex criminal and civil cases to identifying new evidence and witnesses to the utilization of tactical street intelligence and confidential law enforcement databases. Applicant must possess a thorough knowledge of modern techniques and practices of criminal investigation as well as proficiency with computer software, digital media, and Internet investigations. Minimum of 3 years of experience working in the law enforcement field or a relevant position within the criminal justice system that demonstrates an ability to successfully perform this work. **Please see the full job description for more information.**

SUMMARY: The Prosecutor Investigator is a full time position commissioned by the elected County

Prosecutor. Under supervision of the Chief Criminal Investigator, this specialized assignment operates as a sworn law enforcement extension of the Prosecutor, conducting investigations of criminal cases and preparing cases for trial (POST certification is not required). This position encompasses a wide variety of investigative work and skill sets ranging from the review of complex criminal and civil cases to the analysis and/or redaction of video evidence to the development and utilization of tactical street intelligence or confidential law enforcement databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Gathers information needed by investigators, attorneys, and others in support of legal cases; reviews and researches a variety of written documents, records, and other pertinent data related to any criminal and civil investigation or case; conducts comprehensive reviews of police investigations and identifies problems and deficiencies.
- Coordinates and/or conducts additional investigative activities by filling gaps identified in cases.
- Conducts and completes investigations of felony and misdemeanor criminal cases and identifies possible suspects using a working knowledge of criminal investigative procedures, documents additional evidence or findings.
- Provides attorneys with assistance in trial preparation and courtroom presentation of evidence or exhibits.
- Identifies undiscovered witnesses, evidence, or clues to seek the truth and strengthen a case.
- Obtains and verifies evidence by observing suspects and witnesses, by visiting crime scenes, or by analyzing reports, records, or other information or evidence using Internet-based investigative tools.
- Interviews witnesses, suspects, victims, business professionals, police officers, EMS workers, and other involved parties and documents relevant interviews.
- Locates uncooperative, evasive, or difficult-to-find witnesses or other involved parties.
- Serves subpoenas and other court orders in time-critical cases or to challenging witnesses.
- Visits crime scenes and examines physical evidence at the scene, or that which is in police custody, to gain information for the prosecution team.
- Occasionally attends and assists on search warrants.
- Performs photography or videography of crime scenes, victims, physical evidence, and/or injuries, and prepares the media for presentation in the courtroom.
- Duplicates, analyzes, and/or redacts evidence including, but not limited to, digital video or audio recordings and photographs, pursuant to requests from attorneys.
- Maintains a positive, helpful, constructive attitude and working relationship with the Chief Criminal Investigator and departmental employees, other County employees, Elected Officials, and the public;
- Testifies in court regarding investigative actions taken and pertinent results.
- Provides safe transportation for expert witnesses or others who may be needed for criminal proceedings.
- Functions in the role of Assistant Terminal Agency Coordinator (TAC) for ILET's contact and oversight of NCIC security, usage, and record keeping for the Prosecutor's Office.
- Runs criminal histories as necessary for screening of employees, domestic violence evaluators, and criminal investigations.
- Fingerprints employees and/or other pertinent personnel for national fingerprint background checks;
- Processes and facilitates out-of-state witness subpoenas pursuant to Idaho Code §19-3005 "Uniform Act to Secure the Attendance of Witnesses in Criminal Cases."
- Assists in oversight of security of the Prosecutor's Office facilities by tracking or being alert for potential or actual physical threats; is watchful for the welfare of prosecution staff in high profile cases where threats may exist; alerts campus and/or court security when a potential threat is identified; is well apprised of the campus emergency plan and evacuation routes for employees and the public.
- Monitors jail inmates' written, audio, and/or video communications for case investigation or development of new criminal charges as applicable.
- Non-exempt staff may be required or requested to work overtime as stipulated by Policy #211.
- The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as

described in Idaho Code Title 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

QUALIFICATIONS:

- Working to thorough knowledge of modern techniques and practices of criminal investigation, including high-technology crimes; substantive and procedural Idaho criminal laws (laws of arrest, search and seizure, rules of evidence, admissibility of evidence and witness statements); functions and extent of authority of the Prosecutor's Office.
- Knowledge of modern crime scene processing and investigative techniques.
- Knowledge of evidence processing, collection, packaging, and handling, as well as the chain of evidence;
- Foundational knowledge of digital photography and video techniques, data compression, storage and file formats, non-linear editing, and multimedia presentation.
- Must possess strong communications skills for interviewing and gaining the trust and confidence of witnesses, victims, suspects, and related parties to solicit information related to the elements necessary to develop a case for successful prosecution.
- Working to thorough ability to gather, assemble, analyze and evaluate facts and evidence to draw logical conclusions and make sound recommendations and prepare accurate, concise, and comprehensive reports and correspondence.
- Ability to give clear, convincing, and professional testimony in court.
- Ability to communicate and a wide variety of professionals including attorneys and judges, court personnel, peace officers, medical staff, victims, witnesses, as well as the public at large
- Good working knowledge of a variety of resources and databases available to locate individuals, including use of the Internet and social media as investigative tools.
- Knowledge of local resources available to help find the current location of individuals including transients and juveniles.
- Ability to use, understand, and communicate with 911 dispatch and other law enforcement entities via portable police radio.
- Must possess the ability to understand and interpret laws and regulations relating to arrest, rules of evidence, apprehension, and the retention and treatment of prisoners and juveniles; understand and interpret the Code of Civil Procedures and Civil Process; observe incidents and situations accurately, remembering names, faces, numbers, circumstance and places; secure information from witnesses.
- Demonstrate proficiency in the use and care of firearms and ability to qualify with such weapons.
- Ability to use independent judgment, adopt effective courses of action, analyze difficult investigatory problems, and draw appropriate conclusions.
- Must exhibit strong organizational skills to maintain investigative case files and records.
- Ability to function effectively in situations that may be exceedingly stressful or emotional in nature.
- Ability to deal with highly sensitive, confidential, or classified information.

EDUCATION, AND/OR EXPERIENCE:

- Bachelors Degree from an accredited college or university is preferred; however, a combination of education, training and/or experience may be considered in lieu of a degree.
- Minimum of four (4) years of experience working in the law enforcement field or a relevant position within the criminal justice system that demonstrates an ability to successfully perform this work.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must be POST certified or have proven knowledge of intermediate to advanced police investigative skills usually obtained through previous experience as a police officer or detective.
- Must be able to become FBI/ILETS certified in NCIC terminal operation and use the Spillman Summit system and County email upon hire.
- Must be able to be approved by local, state, and federal law enforcement organizations for access to sensitive, confidential, or classified criminal database systems.
- Must possess or have the ability to obtain First Aid and CPR certification.
- Must possess and maintain a valid driver's license and be insurable.

OTHER QUALIFICATIONS:

- This position is assigned Police officer membership status for PERSI retirement purposes per Idaho Code §59-1303.
- Must successfully pass the County's pre-employment and subsequent drug testing, a background investigation, and an FBI national fingerprint-based criminal history check.
- This position has been designated safety sensitive, and, therefore, the incumbent is subject to random drug testing.

****PLEASE SEE JOB DESCRIPTION FOR COMPLETE DETAILS****

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kcgov.us/departments/personnel/joblist.asp>

Position #2016-00121
PROSECUTOR INVESTIGATOR
CK

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PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640

kchr@kcgov.us

Prosecutor Investigator Supplemental Questionnaire

- * 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.

Yes No

- * 2. Have you fully read the job description?

Yes No

- * 3. If you are a veteran, did you attach a copy of your DD214?

Yes No

- * Required Question