

## **Champaign County Job Description**

**Job Title:** Investigator  
**Department:** Public Defender  
**Reports to:** Public Defender  
**FLSA Status:** Non-Exempt  
**Grade/Range:** H  
**Prepared Date:** January, 2014

**SUMMARY** Provides assistance to the Public Defender staff attorneys by conducting investigations in criminal, juvenile and abuse/neglect cases in Champaign County.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conducts and supplements investigations for staff attorneys. Provides contacts to gather information for locating persons.

Initiates investigative work to support staff attorneys during pre-trial preparation, trial and for sentencing hearings. This may include talking to defendants, witnesses, experts and others as well as obtaining documentation for court such as school, work and medical records. May testify in court.

May provide training to staff attorneys on issues relevant to court proceedings such as ballistics, DNA and police training/investigatory practices.

Serves subpoenas on witnesses at the direction of the staff attorneys.

Locates reluctant, uncooperative and recalcitrant witnesses, provides transportation for those witnesses and monitors their whereabouts throughout court proceedings.

Maintains relationships with local medical providers, educational institutions and employers. Co-ordinates service of subpoenas upon said entities. Secures medical and other releases of information/authorizations from defendants and others and serves such releases.

Maintains relationships with specific sources of information at the U.S. Postal Service and telephone service providers to locate witnesses and to obtain evidentiary materials.

Arranges transportation, lodging and accommodations for out-of-town witnesses.

Works with staff attorneys to obtain and prepare demonstrative exhibits for use at trial, including tape recordings, maps, charts, videotapes and overheads.

Requires skills to interview victim, witnesses and suspects, and documenting the interviews.

**SUPERVISORY RESPONSIBILITIES** May direct one or more employees or interns in investigations for the Public Defender's Office. Carries out responsibilities in accordance with the organization's policies and applicable laws. Position has narrow supervisory responsibility limited to specific assigned investigations.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Two years of specialized education plus five years of experience in the criminal justice system or an acceptable equivalent combination of experience and training. Requires experience in law enforcement and administrative skills. Graduate of Police Training Institute and/or Bachelor's degree is desirable. Knowledge in the legalities of firearms and skill in identifying various drugs.

**LANGUAGE SKILLS** Ability to read and interpret documents such as testimony, police reports, operating and maintenance instructions, and legal regulations. Ability to write routine reports and correspondence. Ability to speak effectively before public groups or employees of the organization. Skillful interview techniques are extremely important.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** Licensed to carry firearms in Illinois preferred.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to climb or balance; stoop; kneel; crouch; or crawl; and taste; or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and explosives. The noise level in the work environment varies from quiet to loud.